



GREATER CEDAR RAPIDS COMMUNITY FOUNDATION POSITION GUIDE

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Position: President & CEO

Reports to: Board of Directors

Location: Cedar Rapids, Iowa

ABOUT THE GREATER CEDAR RAPIDS COMMUNITY FOUNDATION

The Greater Cedar Rapids Community Foundation (Foundation) improves the quality of life in Linn County, Iowa by partnering with donors, funders and other community collaborators to achieve high-impact philanthropy; supporting nonprofit organizations that address our community's needs and opportunities; and convening people to learn, share ideas and develop solutions for the future. The Foundation is a public, nonprofit organization with more than \$220 million in assets and more than 1,000 different charitable funds.

HISTORY

The Greater Cedar Rapids Community Foundation was founded in 1949 as the Community Welfare Foundation in Cedar Rapids for the purpose of receiving gifts and bequests to provide support for charitable enterprise. It was originally established as a private foundation by seven community-

mindful leaders including Robert C. Armstrong, Edwin Evans, John T. Hamilton, Van Vechten Schaeffer, A. L. Smulekoff, Frank T. Welch and T. M. Ingersoll. The Community Welfare Foundation experienced only modest growth for its first twenty-three years. In 1972, however, the Community Welfare Foundation received its first significant gift – a \$300,000 bequest from the estate of Minnie Rubek, a janitor employed by a local utility company.

In 1987 local radio and television entrepreneur William B. Quarton changed the scene of Cedar Rapids philanthropy by offering a challenge to his friends at the Community Welfare Foundation. If the Foundation would agree to change the IRS tax status of the Foundation from "private" to "public,"





change the name to reflect the broader interests of the rapidly growing Linn County community, and pledge to raise an additional \$450,000 in permanent endowment, he would match the funds raised, dollar-for-dollar, by means of a \$900,000 charitable lead trust. The challenge was quickly accepted and successfully achieved, and following a mandatory five-year transition period, the Greater Cedar Rapids Community Foundation received its 501(c)(3) designation from the IRS in 1992.

COMMUNITY LEADERSHIP

The Foundation strives to provide leadership that supports a vibrant community through its role as a community funder. The Foundation is proud to provide grants to nonprofits to help them address community needs and opportunities through the mission and work of their organizations. The organization is committed to continuing and growing these organization-specific grant programs. The Foundation's commitment to grantmaking allows for support of complex topics of broad community importance to target transformational results. These topics generally require involvement from multiple organizations across the nonprofit and sometimes the governmental and for-profit sectors.

From time to time, grants are made to propel community leadership initiatives forward through the Community Investment Fund. These grants are intended to significantly advance the goals of an existing community leadership priority, and act to catalyze additional action, leverage other investments and/or contribute to long-term sustainability.

All grant awards from competitive funds, as well as the Community Investment Fund, can be viewed [here](#). The Foundation focuses on three priority areas for community leadership including economic inclusion, educational success and disaster resiliency.

PROGRAMS

The Foundation invests in local nonprofits that contribute to improving the quality of life in the community. Its grant programs fund innovation, sustainability and capacity building. The Foundation strives to be accessible to organizations of varying sizes, transparent and efficient in its processes, and impactful in its funding decisions.

The Foundation's Nonprofit Network creates a platform for deepening relationships, connections, skills and resources throughout the local nonprofit sector. The Foundation understands that strong nonprofits play a key role in a strong community and that the Foundation's investment in nonprofit professionals through the Nonprofit Network contributes to the effectiveness of the grant programs and adds value to the Foundation's donors.

Other impactful programmatic offerings include:

Scholarships – The Community Foundation Scholarship Program recognizes student achievements and supports deserving students. Thanks to its family of donors, the Foundation awarded over \$100,000 in scholarships to students in eastern Iowa in 2022.

Teacher Resources – Because of donors who care about education, the Foundation has funding available to support classroom education projects in Linn County public schools for grades K-12 that cannot be funded through the school's budget.



Mission, Vision and Core Values

Mission: To strengthen our community through philanthropy.

Vision: A vibrant and inclusive Linn County where all people thrive.

Core Values:

Equity & Inclusion: We believe success of our community can only be achieved when everyone has the opportunity to experience their full potential.

Collaboration: We seek to build relationships and engage the community in our work.

Learning: We use our resources to increase understanding of the issues that require community action.

Integrity: As stewards of community resources, we operate ethically and demonstrate transparency and accessibility.

Innovation: In order to respond to changing needs, opportunities and challenges, we remain flexible and open to creative strategies.



Endowment Toolkit – Part of the mission of the Foundation is to help strengthen area nonprofit organizations. One of the many ways the Foundation has impact is by providing support for endowment building. The Foundation works together with donors to leave a meaningful and personal legacy for a nonprofit of choice. The Foundation provides a suite of resources to assist nonprofits.

Advisor Toolkit – The Foundation offers resources to help financial advisors assist their clients with charitable giving as part of a comprehensive financial plan.

In 2021 the Community Foundation updated its Vision, Mission and Values statements, Grantmaking Nondiscrimination Statement, employee handbook, and Board and committee recruitment strategy with a racial equity lens. A Thrive Cohort was established to support and learn from Black and Brown nonprofit leaders of color. The Foundation hosted three Community Learning Series events about racial equity and developed Advancing Racial Equity in Linn County, a document which outlines local data on racial disparities.

THE OPPORTUNITY

Moving forward, the Board believes that the Foundation's size, strength and community position present it with an opportunity for future growth and increased community impact. The new President & CEO will have the opportunity to execute a bold strategic plan under the direction of a dedicated and engaged Board of Directors and a staff that is committed to making a difference in the community.

The President & CEO will build upon the exemplary reputation of the Foundation and enhance its position in community engagement and philanthropic leadership. They will be entrusted with the responsibility to improve quality of life in the greater Cedar Rapids area; to serve as a leader, catalyst and expert on charitable giving; to broaden the base of charitable giving in Eastern Iowa; and to strive for measurable community improvement through strategic grantmaking in community and economic development, disaster relief, social services and other areas of community need. The President & CEO will also provide leadership as an empowering catalyst, convener and leveraged funder to solve challenges. They will establish a more proactive and focused asset development effort to increase unrestricted endowed funds available for long-term community use and benefit. The President & CEO will also deploy efforts to ensure an increased emphasis on the benefits to donors, as well as continue the well-established commitment to the Foundation's nonprofit clients.

In addition, the President & CEO will empower, inspire and motivate the staff to collaborate, innovate and work together to achieve goals including furthering and strengthening outreach and relationships with current and prospective donors; advancing and growing the network of high-net-worth individuals, wealth managers, and others that are engaged and knowledgeable about the community and the Foundation; and

continuing to maintain the strong financial position of the institution. The President & CEO will take charge of, and lead, one of the largest and most vital resources within the community. The successful candidate will build upon an already solid organization with transformative strategies for growth, aggressively build assets under management, and develop an even more proactive voice for the Foundation in the communities it serves.

The Foundation is committed to advancing the organization’s dedication to racial equity through Diversity, Equity and Inclusion. The Community Foundation has hosted and participated in ongoing conversations about its goals and vision for racial equity and is committed to a deep engagement with the communities it serves to finding new options for growth and improvement. At the committee level, there is a Racial Equity Steering Committee dedicated to moving the initiatives of the Foundation forward. The Foundation offers an ESG (Environmental, social and corporate governance) investment pool option for fund holders.

The President & CEO will have oversight of 20 full-time employees and will work in partnership with a Board of Directors comprising 22 voting members. The organization’s annual budget is approximately \$2.8 million.

POSITION SUMMARY

The President & CEO serves as an ex-officio member of the Board of Directors. This person is expected to provide critical leadership in planning, organizing and directing the operations of the Foundation. With a talented board and staff team in place, the President & CEO is recognized as the external leader of the organization. A key priority for the incoming leader is to sustain and further develop relations with high-net-worth individuals, wealth advisors, top elected and corporate leadership, and other key institutional partners to meet the goals of the Foundation. The President & CEO works with the Board to develop and sustain a strategic vision for the organization. They represent the Foundation within the national philanthropic sector and broader Cedar Rapids community; collaborate with community members and other organizations (both for profit and nonprofit); and develop and sustain relationships with a diverse portfolio of constituents.

Reporting to the Board of Directors, the next President & CEO’s key responsibilities include:

Strategy and Planning

- Engages the Board of Directors in articulation of a vision for the Foundation, in establishment of strategic goals to realize the vision and in monitoring progress toward meeting those goals.
- Actively seeks to strengthen the impact of the Foundation in meeting charitable needs across Linn County.

Board

- Works collaboratively with the Chair and Chair-Elect in planning and preparing board agendas, implementing board decisions, coordinating work of board committees, developing goals in long-range planning and in reviewing progress toward goals.
- Participates in Board policy committee meetings. Serves on task forces convened around specific issues.
- Develops relationships with board members. Arranges board training and works to ensure that Board members find their service meaningful.

Equal Employment Opportunity Statement

The Greater Cedar Rapids Community Foundation follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression or identity, age, physical or mental ability, pregnancy, veteran status, military obligations and marital status. This policy applies to hiring, internal promotions, training, opportunities for advancement and terminations.



Fiscal Management

- Works with the CFO to administer the fiscal policies and procedures as developed by the Board.
- Works with the CFO, Finance and Executive Committees to prepare an annual operating budget for recommendation to the Board of Directors.
- Works with the CFO to provide oversight of the accounting system and all fiscal records. Interacts as appropriate with the auditors as they perform the annual audit of the Foundation's financial condition.
- Along with the Chair of the Investment Committee and CFO, serves as liaison with the Foundation's investment consultant. With the CFO and the Investment Committee chair, makes sure the Foundation's Statement of Investment Policy is adhered to and that the portfolio is kept in balance.

Development

- Works with the Senior Vice President of Development and Development Team to increase the Community Foundation donor and asset base and build relationships between the Foundation and donors/prospective donors. With the Senior VP, works with the Development Committee to support the asset development activities. Attends committee meetings.
- Maintains working relationships with members of the professional advisor community.
- Serves as the Development Officer for a portfolio of major donors.

Programs

- Works with the Senior Vice President of Programs and Community Investment to provide oversight of grant programs support for nonprofits beyond grants and community leadership initiatives. With the Senior VP, works with the Community Impact Committee to make sure grant programs and community leadership activities are functioning properly and are responsive to community needs. Attends grant committee meetings when invited.
- Keeps aware of community needs and interests as they relate to Foundation goals. Creates strong relationship with the CEOs of local nonprofits to stay abreast of agency issues and community needs.
- Supports the work of the Iowa Council on Foundations.

Public Relations

- Works with the Vice President of Marketing and Communications to develop and implement a marketing and communications strategy that represents a strong brand for communications and presents a clear message of the Foundation's activity. Serves as spokesperson for the Foundation to the public and other organizations or entities.
- Actively seeks appropriate opportunities for the Foundation to respond to community needs.

Equity and Inclusion

- Leads the Foundation's initiatives related to racial equity and inclusion, working with the Board Steering Committee on Racial Equity, the Leadership Team, and the Diversity, Equity and Inclusion (DEI) Committee.

Management and Leadership

- Works with the Leadership Team to formulate strategy and direction for the organization, steward the mission, values and culture of the Community Foundation, manage for operational excellence, and maintain a positive work culture.

CANDIDATE PROFILE

Experienced Philanthropic & Executive Leader

We seek a proven and visionary executive-level leader who demonstrates a strong ability to work collaboratively at all levels in the community, but especially including nonprofit and private sector leadership. As a transformational leader, this individual must be at ease leading in an effective, respectful manner that builds partnerships and goodwill to drive success across the community and in the achievement of the Foundation's goals.

The ability to communicate exceptionally well in oral and written form is necessary for success in this position. As the key spokesperson for the Foundation, this person must be able to speak extemporaneously and appropriately on any number of subjects in a clear and transparent fashion in order to build trust and support.

Visionary Thinker & Thought Leader

The President & CEO must be a strategic leader who embraces progress and is open to examining different views and ways of working together. This individual must understand the potential of the Foundation to leverage its financial, social and reputational capital to positively impact the community. Expertise in public policy matters and experience in leveraging foundation resources to advance equity is essential.



Inspiring Ambassador & Fundraiser

The qualified candidate must demonstrate success in reaching out to the community, engaging people of diverse socioeconomic backgrounds and building rapport with those who have varying viewpoints and perceptions. High integrity and sound judgment are essential to success in this role.

The successful candidate will likely be a self-starter who pursues, cultivates and enjoys building and maintaining strong and authentic donor and stakeholder relationships. This person must be able to engender trust and empathy and relate to donors in a highly professional, honest and caring manner. Their career has been noted by the ability to chart a path forward with exceptional interpersonal skills and a servant-leadership style.

While a familiarity of the region and of Cedar Rapids is a plus, it is not a requirement. However, the ability to quickly understand the resources of the region and assimilate into the culture is a necessity.

Team Builder & Mentor

Career experience in a top leadership position in a community foundation is highly desirable. However, an understanding of the community foundation's organizational and financial model is expected. Leading, mentoring and empowering the staff and a dedicated Board are needed skills, as well. Commitment to the Foundation's high-performance behaviors, including collaboration, excellence, integrity, openness, positive communication, empathy, passion and equity and inclusion are important personal attributes. A sense of humor and humility are also valued.

The ideal candidate will show a high level of participation in the life of the community in which they work by virtue of civic involvement, public service, volunteerism and club or social activities.

A bachelor's degree is required. Advanced and continuing education/certification, such as a CFRE, is preferred.

COMPENSATION AND BENEFITS

The salary range for this position is between \$200,000 and \$220,000 and will be commensurate with experience. The Foundation offers a comprehensive benefits package, including but not limited to paid holidays, vacation days and health, vision and dental insurance, as well as a retirement plan (403(b)) with a 7% employer contribution.

TO APPLY

Please submit a current resume and letter of introduction to Kittleman & Associates, LLC at <https://bit.ly/3uOm85t> (click on the Apply button at the bottom of the page). For more information about the Greater Cedar Rapids Community Foundation, please visit <https://www.gcracf.org/>.