



**Job Announcement
Executive Director
Shenandoah Community Foundation
Shenandoah County, VA**

Foundation Overview

The Shenandoah Community Foundation (SCF) is a 501(c) (3) organization founded in 1999. With the mission of connecting people who care with causes that matter, the Foundation manages and distributes charitable giving in Shenandoah County, Virginia. Donors have established more than 90 funds with assets totaling \$8.8 million, which has enabled the Foundation to award over \$4 million in educational scholarships and grants in the past 25 years, primarily to local organizations. The Board is seeking an Executive Director to be passionately committed to our community and values and the role of philanthropy to make a difference in the lives of those we serve.

Position Summary

The Executive Director (ED) is a full-time, exempt position that reports to the Board of Directors through its President and is charged with carrying out the decisions of the Board. The ED will oversee all aspects of the Foundation's operations, including fund and donor development, financial and program management, and community relations. In addition to operational responsibilities, the ED will work closely with the Board to ensure that the foundation is fulfilling its mission and serving its constituents effectively. The ED will be responsible for cultivating and maintaining relationships with key stakeholders, including donors, partners, and community leaders. The ideal candidate will be a motivational leader with a proven track record of success and a strategic thinker who is able to balance short-term needs with long-term planning. This individual will have excellent communication skills and be able to represent our Foundation to a variety of audiences.

Priorities for the First 18 Months

1. Create and sustain relationships to increase fundraising.
2. Cross-train in the critical functions of the organization to ensure continuous operations.
3. Collaborate with Strategic Planning Committee to develop a comprehensive strategic plan.
4. Participate in a new workforce development initiative.

Qualifications

- Bachelor's degree in a relevant field (e.g., nonprofit management, business administration) from an accredited institution preferred.
- Minimum of three years of experience in foundation, nonprofit management or a related field.
- Strong leadership, written and oral communication and interpersonal skills.
- Demonstrated experience in fundraising and development.
- Knowledge of financial management and budgeting and the ability to work with accountants, investment firms, and investment advisors.
- Ability to work collaboratively with staff, Board of Directors, donors, sponsors, and other stakeholders.
- A passion for and dedication to the community served by the Foundation.
- Once hired the Executive Director will be required to reside full-time in Shenandoah County in order to fully integrate into the fabric of the community.

Compensation will be commensurate with experience. Benefits include health insurance through Wise Choice Healthcare Alliance or similar plan, a simple IRA retirement match of 3-5% and generous paid time off.

Finalists for the position will be required to provide references, a credit report, and information for a background check.

To Apply

A full job description is provided on the Foundation's website <https://shenandoahcommunityfoundation.org>.

Please submit your resume, cover letter, salary history and expectations to director.scfva@gmail.org with the subject line "Executive Director Application." We thank all applicants for their interest, but only those selected for an interview will be contacted.

SCF is an Equal Opportunity Employer