



**Seeking Executive Director  
Job Description**

<b>Position Title:</b>	Executive Director
<b>Job Type:</b>	Full-time, At-Will, Exempt
<b>Location:</b>	Woodland, CA (hybrid/regional travel)
<b>Reports to:</b>	Board of Directors
<b>Salary Range (DOE):</b>	\$135,000-\$165,000

**About YCF**

The Yolo Community Foundation (YCF) inspires and supports giving and provides philanthropic leadership in Yolo County. This fast-growing organization administers donor-advised funds and other philanthropic vehicles, makes grants and provides training programs to local nonprofits, and provides donor education. YCF currently has more than 100 philanthropic funds valued at over \$16 million and is a partner of the Sacramento Region Community Foundation. In addition to the executive director, the YCF team currently includes a full-time program manager, a part-time operations manager, and a very part-time marketing coordinator, as well as an open headcount for a full-time fund development manager; the latter is a new role for YCF, expected to be hired by the new ED. Visit [www.yolocf.org](http://www.yolocf.org) to learn more about our programs and impact.

YCF is proud to be an equal-opportunity employer. We believe that we are best able to carry out our mission when our staff, volunteers, and other key stakeholders offer a wide range of experiences and perspectives and are representative of our Yolo County community.

**Position Summary**

YCF seeks an executive director to lead and grow the organization. With an entrepreneurial spirit and a passion for community, the Executive Director will oversee the growth of YCF, along with the implementation of all programs and functions. This role is ideal for someone with strong relationship skills, ambitious vision, commitment to community impact, and a willingness to roll up their sleeves and participate in every aspect of YCF's work.

**Position Details**

**Key responsibilities include, but are not limited to:**

- Mission, Vision, and Strategy: Works with the Board of Directors (BOD) to ensure that the mission is fulfilled through programs, strategic planning and community outreach. Responsible for strategic planning to ensure that YCF can successfully grow and fulfill its mission into the future.
- Leadership, Management, and Governance: Responsible for leading YCF in a manner that supports and guides the organization's mission. This includes supervising the daily activities of the organization, including hiring, managing, and evaluating staff. Communicates effectively with the BOD and providing, in a timely and accurate manner, all information necessary for the BOD to function properly and make informed decisions. Serves as primary spokesperson for the organization.
- Financial Performance and Viability: Responsible for the fiscal integrity of YCF. With operations manager and Board Treasurer, develops proposed annual budget and mid-year budget update. Supports and oversees operations manager (and external bookkeeper) to implement accounting system, including monthly financial statements, which accurately reflect the financial condition of YCF. Responsible for fiscal

management that generally anticipates operating within the approved budget, maintains appropriate cash flow, stewards financial resources appropriately, etc.

- **Program Delivery:** Sets vision for YCF's programs; develops new programs to serve mission and meet needs of Yolo County nonprofits, YCF fundholders, and other key stakeholders. Supports and oversees program manager in planning, executing and evaluating programs to carry out the organization's mission
- **Fundraising and Marketing:** Develops resources sufficient to ensure the financial health of YCF and develops fundholder resources to support YCF's mission to inspire and support giving and provide philanthropic leadership. With board, develops YCF's case for support and overall brand and story. With fund development manager, builds and executes YCF's fund development strategy; plays key role in relationship management with current and prospective major donors. Builds and executes marketing plan, with support from marketing coordinator, to grow YCF's visibility.
- **Relationship Development and Management:** Builds and maintains strong relationships with internal and external stakeholders, including staff members, board members, donors, fundholders, nonprofit leaders, government officials, etc. Responsible for the enhancement of YCF's image by being active and visible in the community and working closely with other professional, civic and private organizations.

**The ideal candidate will possess the following experience, skills, and personal attributes:**

- Experience in executive leadership in the nonprofit sector; at least 3 years' experience as a people manager (in any sector). Proven track record of stewarding and growing an organization and/or departments/programs.
- Deep familiarity with the nonprofit sector and nonprofit operations and compliance required; experience with grantmaking and philanthropy is preferred. Strong understanding of funder/grantee relationships and commitment to trust-based philanthropy.
- Experience working with or on a nonprofit board of directors.
- Demonstrated experience with fundraising required (though not required to be experience as a fundraising professional). Experience working with high-net-worth individuals, family foundations, and philanthropic advisors a plus.
- Experience with strategic planning and program development preferred.
- Strong written and verbal communication and public speaking skills.
- Self-directed, collaborative, and highly organized, with an eye for both strategy and detail.
- Strong interpersonal and relationship-building skills with the ability to interact effectively with a wide range of stakeholders, including board members, senior leadership, and government officials.
- Knowledge of and relationships within the Yolo County community is preferred.

**Location, Work Hours, and Other Requirements:**

- This is a full-time, at-will, exempt position. The board is willing to consider part-time at 30+ hours per week for the right candidate, if the candidate prefers.
- The Executive Director will be expected to work in person from YCF's Woodland, California office approximately 1-2 full 8-hour days per week on a consistent schedule during regular Monday-Friday business hours. Will have significant flexibility regarding when and where work is completed, other than for scheduled meetings/events and the agreed upon in-office time.
- The Executive Director will be expected to attend frequent meetings and events throughout Yolo County and the Metro Sacramento Region.
- This position requires some evening and weekend hours.
- This position requires significant regional travel by car, and possibly occasional travel by plane, including overnight travel. A valid driver's license and vehicle insurance is required.
- A background check is required.

**Physical and Environmental Conditions/Requirements:**

This is generally a standard office position. This position requires the use of typical office equipment, including a computer/laptop, printer, scanner, and telephone. This position requires the ability to tolerate an environment with moderate noise levels and controlled temperature conditions, to perceive printed and electronic materials, to communicate with others in person, over the telephone, and in writing, including with staff, management, donors, business representatives, and the general public, and to access, enter, and retrieve data from a computer and/or written materials. This position includes sedentary office work and moving between work areas as required, as well as regional travel by car. The position may require you to bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information, and to lift, carry, push, and pull materials and objects up to 15 pounds.

**Compensation and Benefits:**

The salary range for this position is \$135,000-\$165,000 annually (for full-time work), commensurate with experience. Benefits include but are not limited to:

- Generous paid vacation time
- Minimum 12 paid holidays per year
- 40 hours of paid sick leave per year
- Group health insurance
- Retirement savings plan
- 16 hours paid time off annually to volunteer for a 501(c)(3) nonprofit or an accredited educational institution

**To Apply**

**Please submit your resume and cover letter at <https://bit.ly/YoloCommunityFoundation>. Applications will be reviewed as they are received and will be accepted until the role is filled.**

Note: In recruiting and selecting employees, YCF is committed to the principles of equal employment opportunity by seeking talented and competent persons who are suited for a specific position by reason of training, education, experience, character, personality, intelligence and general ability. We encourage all qualified candidates to apply. YCF does not discriminate on the basis of race, color, religion, religious creed (including religious dress and religious grooming), pregnancy, perceived pregnancy, breastfeeding, sexual orientation, gender, gender identity, gender expression, transgender status, sex stereotype, national origin, ancestry, citizenship, age, military status, veteran status, marital status, domestic partner status, enrollment in a public assistance program, use of cannabis off the job and away from the workplace, or any other basis protected by local, state, or federal laws, ordinances or regulations. YCF's policy of non-discrimination applies to recruiting, hiring, working conditions, benefits, training programs, promotions, and all other terms and conditions of employment.