

Executive Director, Community Foundation for Rockbridge, Bath and Alleghany

The Community Foundation for Rockbridge, Bath and Alleghany (CFRBA) seeks an experienced and community-focused Executive Director to provide strategic leadership and oversee the Foundation's operations. CFRBA builds permanent endowments and provides philanthropic leadership that enables donors to make lasting investments in Rockbridge, Bath, and Alleghany counties and the cities of Lexington, Buena Vista, and Covington.

Position: This is a part-time position of 25 hours per week.

Reporting to the Board of Directors, the Executive Director will:

- Cultivate and steward relationships with donors, fund advisors, professional advisors, nonprofit organizations, and community partners.
- Lead fundraising, planned giving, donor engagement, and community outreach.
- Oversee fund administration, grantmaking, scholarships, financial reporting, budgeting, compliance, and internal controls.
- Responsible for developing and managing the Foundation's annual operating budget, exercising sound financial stewardship, and ensuring expenditures remain within Board-approved budget parameters.
- Serve as the Foundation's principal spokesperson and community ambassador.
- Support the Board of Directors and implement board-approved strategic priorities.
- Manage daily operations, staff, contractors, volunteers, events, communications, and organizational records.
- Serve as a visible community leader who builds and maintains strong relationships with donors, nonprofit partners, community leaders, fund advisors, professional advisors, and other stakeholders throughout the Rockbridge, Bath, and Alleghany region.

Qualifications

- Bachelor's degree required.
- Five to ten years of progressively responsible experience in nonprofit management, philanthropy, fundraising, community development, higher education fundraising/development, financial services, or a related field.
- Demonstrated success in donor cultivation, relationship building, financial oversight, and working with boards and volunteers.
- Excellent communication, organizational, project-management, and interpersonal skills.
- Knowledge of charitable giving, endowments, donor-advised funds, or planned giving is strongly preferred.
- Ability to maintain confidentiality and exercise sound judgment.

Salary: Compensation will be an annual salary at a level commensurate with experience and not less than \$40,000/year. This is part-time position requiring 25 hours per week.

Application: Please visit www.cfrba.org to apply.