



**COMMUNITY  
FOUNDATION**  
*of Northern Nevada*



**President & CEO  
Position Guide**  
<https://nevadafund.org/>



**COMMUNITY  
FOUNDATION**  
*of Northern Nevada*

**POSITION:** President & CEO  
**REPORTS TO:** Board of Directors  
**LOCATION:** Reno, NV

### **MISSION**

To strengthen our community through philanthropy and leadership by connecting people who care with causes that matter.

### **CORE VALUES**

We are committed to valuable service to our community.

We foster innovation, collaboration, and imagination.

We are an engaged community leader and ally. We seek to develop and influence philanthropic leaders.

We value inclusiveness, diversity, and equity. Our organization is characterized by a generous and caring spirit.

We are responsible stewards of the resources entrusted to us. We operate with integrity, transparency, and credibility.

We are a results-oriented organization, committed to excellence.

### **ABOUT THE COMMUNITY FOUNDATION OF NORTHERN NEVADA**

Established in 1998, the Community Foundation of Northern Nevada (CFNN) has distributed more than \$145 million in grants and scholarships from 247 charitable funds to strengthen the Northern Nevada community.

The Foundation assets consist of invested donor-advised funds, scholarship funds, designated and legacy funds, and the Community Endowment. Launched in 2019, the Community Endowment is a permanent charitable resource for Nevada. Gifts of all sizes are pooled and invested to address widespread community challenges and emergency relief for generations to come. The Community Foundation serves as a community leader, permanent charitable resource, and a philanthropic advisor in charitable giving. The core work done in partnership with donors and the communities of Northern Nevada is philanthropic advising, grantmaking, charitable asset investment management, leadership, and community engagement.

### **Community Engagement**

In 2018 the Community Foundation was approached by private developers with a rare opportunity to acquire a former camp in Wyoming. Modular dorm-style housing units could be converted to a dorm-style community that

would rent for \$400 a month, a fraction of their original price. Through a unique partnership with the City of Reno (which donated 4 acres of land in downtown Reno), builders, Volunteers of America, and led by the Community Foundation, the Village on Sage Street was built and opened in August 2019.



The Village on Sage Street is bridge housing that is a hand up, not a handout or a profit maker. A person earning \$9 an hour is able to afford the \$400 monthly rent and even to build savings. Any single adult who passes a background check and has an income of approximately \$1,320 to \$2,735 per month will meet the income qualifications for residency. While the Village on Sage Street is bridge housing for most of its lodgers, there is no time limit on the length of residency. Since its opening, 311 people have moved into the Village.

In October 2020, the City of Reno donated 2.5 acres of land to the Community Housing Land Trust, an LLC established by the Community Foundation, to develop single-family homes for ownership for buyers making less than 80 percent of Area Median Income (AMI). As with all Community Housing Land Trust home sales, the buyers will own the home and lease the land from the Community Housing Land Trust. The price of the homes will be below the market rate. The Community Housing Land Trust, LLC provides affordable and workforce housing to Northern Nevada communities. The City Cottage is the first single-family home sold through the Community Housing Land Trust. Through this program, the land trust owns the land, and the homeowner purchases the house and will lease the land and pay a small monthly ground lease. By taking the price of the land out of the equation, the home will remain affordable.

Other impactful programmatic offerings include:

**Caregiver Support** - Reducing the stress of caring for family members. The Community Foundation’s Caregiver Support Initiative is aimed at addressing the needs of unpaid family caregivers to seniors in Washoe County. Caregivers are often overlooked, but through this initiative, they have been listened to, learned from, and worked with to help create tools to alleviate some of the stress that caregiving brings. Over the last year, the Caregiver Support Initiative created an online resource database and a caregiver guidebook.

**Family Estate Planning** - PBS Reno and the Community Foundation of Northern Nevada along with nonprofit sponsors present a series of free, in-depth workshops on estate planning. The workshop features local experts on topics that include planning for wills and/or trusts, powers of attorney, duties of executors and successor trustees, protecting digital assets, long-term care considerations, and more.

**High School Giving Circle (HSGC)** - The Community Foundation of Northern Nevada High School Giving Circle decides the best use for \$10,000 in grants to local nonprofit agencies. The HSGC was established in order to teach youth about the value of philanthropy and the needs of the community. It is hoped that the experience will incentivize participants to become philanthropic adults. Coming together once a week for 10 weeks after school, the HSGC members discuss what is important to them and how they want to help address needs in the community. The Circle meets with nonprofit leaders, solicits grant proposals, asks hard questions, and decides which organizations will receive grants.

**Impact Investing** - The first impact investment was made through a Community Development Financial Institution (CDFI) that provided credit and financial services to local underserved markets and populations. Hillside Meadows

provides 44 units of affordable family housing, with a preference for working veterans earning less than 40 percent of the Area Median Income (AMI).

CFNN invested \$500,000 in the financing of the \$10.2 million project through the local CDFI. Total participation by the pool of investors is \$750,000. Investments that strengthen the community are one way the Foundation is connecting people who care with causes that matter.

**Nonprofit Academy** - The Nonprofit Academy is open to nonprofit executive directors/CEOs who have less than three years of experience in their current roles. Academy participants create their own curriculum. The Community Foundation asks participants what topics are most important to them. Participants listen to and learn from each other.

CFNN was recently awarded the 2021 Community Partner Award during the Economic Development Authority of Northern Nevada (EDAWN) Existing Industry Awards.

## **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 develop and 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 Foundation is focused on the goal of building assets to \$500 million in the next five years.

The President & CEO will increase the prominence 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 Reno area; to serve as a leader, catalyst, and expert on charitable giving; to broaden the base of charitable giving in Northern Nevada; and to strive for measurable community improvement through strategic grantmaking in community development, education, health, social services, and other areas of community need. The President & CEO will also provide leadership as an empowering catalyst, convener, and leveraged funder to facilitate solutions to 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 Diversity, Equity, and Inclusion. The Community Foundation’s DEI Task Force has ongoing conversations about its goals for diversity, equity, and inclusion. A board and staff assessment, completed in the summer of 2020, marked the start of a journey to make the CFNN a more diverse, equitable, and inclusive organization and community leader. Establishing relationships with new groups—such as neighborhood associations, business associations, and clubs—in order to broaden the diversity of our experience and perspectives, and to expand services in the community, is a focus. The CFNN is committed to a deep engagement with Northern Nevada communities and, in matters pertaining to DEI, to finding new options for growth and improvement.

The President & CEO will have oversight of 10 full-time employees and will work in partnership with a Board of Trustees comprising 21 voting members and 20 advisory members. The organization’s annual budget is approximately \$1.4 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 Northern Nevada 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:

- **Development** – Develop donor relationships to promote and stimulate philanthropic support of CFNN and its projects.
- **Vision, Strategic Planning and Board Relations** – Develop initiatives and identify resources that support CFNN short-and long-term goals. Maintain Board relationships that engender continued support of planning and projects.
- **Communications & Community Leadership** – Represent and promote CFNN in the community through events, written communications and building relationships.
- **Legal Compliance** – Ensure legal compliance and internal compliance for management of 501(c)(3) organization and correct allocation of funding, including internal audit compliance.
- **Personnel and Administration** – Oversee budgets and day-to-day operations of staff; responsible for the training and development of CFNN team.

## 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, government 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 Community 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 and visionary 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, participating with 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 Reno 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, growing, and empowering the staff and a dedicated, committed Board are needed skills, as well. Charisma, empathy, the ability to be a good listener and a quick learner 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.

To apply, please submit a current resume and letter of introduction to Kittleman & Associates, LLC at <https://bit.ly/3H74hLH> (click on the Apply button at the bottom of the page). For more information about the Community Foundation of Northern Nevada, please visit <https://nevadafund.org/>