

Executive Director

Position Profile

Introduction to Upper Arlington Community Foundation

The Upper Arlington Community Foundation (UACF) is a force for good. As a recognized leader and community convener, UACF engages donors, community organizations, and civic partners to invest in the city they love—where every individual can thrive.

UACF's core mission is to respond to the community's needs and opportunities—to serve as a catalyst to initiate projects vital to the community's health and vibrancy. By harnessing the strength and steadfast support of its citizens, UACF provides the resources that support safety, arts and culture, health, education, recreation, and beautification of the city's parks and public spaces.



The Foundation is committed to listening, learning, and supporting its neighbors and organizations as they collectively work in the community. It welcomes change, celebrates partnerships, and champions diversity and inclusion to its friends and neighbors, elected officials, and business and community leaders.

Since its founding in 2003, UACF has advanced a steadfast and passionate commitment to its mission with collaborative relationships with city government, the school district, businesses, civic organizations, and—most importantly—citizens. In 2020, 451 donors contributed \$1.8 million in funds managed by the Foundation. And, UACF granted \$520,000 to 42 organizations that helped its neighbors, bolstered the arts, and beautified parks and public spaces.

The Foundation is governed by a Board of Trustees comprised of some of Upper Arlington's respected leaders in business, government, and service organizations. They are committed to ensuring UACF is a recognized convener for advancing the greater good of the community. Under their leadership, UACF is leading the way with a commitment to raise nearly \$6 million to support the city of Upper Arlington's construction of a new Upper Arlington Community Center.

Upper Arlington Community Foundation believes citizens can do good together, through collaborative relationships that create, problem-solve, and celebrate all that is good for current and future generations of residents.

The Opportunity

The Executive Director (ED) of the Upper Arlington Community Foundation has a unique and compelling opportunity to position the Foundation as the philanthropic leader that inspires Upper Arlington residents, stimulates change, and supports the efforts of its generous donors to maintain and improve the quality of life in the community.

The Executive Director will work with Board of Trustees and community partners to initiate, fund, and expand programs that make the community vibrant.

The new Executive Director will foster relationships with UA city staff and elected officials, residents, and community organizations, by building connections that give rise to exciting new initiatives. Through meaningful conversations with individuals and a broad base of community stakeholders, the ED will identify opportunities for the Foundation to make a real difference—whether by supporting existing programs or by developing new plans. The ED will thrive on building effective partnerships and promoting collaboration to achieve common goals. The ED will instill trust and encourage giving to projects, programs, and initiatives that make Upper Arlington a special place to live, work, and play.

As a proactive, strategic, and responsive leader the Executive Director will inspire donors’ generosity, encouraging them to invest in their community’s future in a collaborative spirit.

About the Position

Key Position Functions

Fundraising and grantmaking – Lead the Foundation’s fundraising efforts. Develop and implement the fundraising plan; nurture and steward donors. Participate in fundraising solicitation and support the board of trustees (board) in fundraising, donor stewardship, and donor solicitation. Guide the board in awarding grants and funding initiatives to advance the Foundation’s strategic objectives.

Board Relations – Develop and maintain strong relations with the board and board committees. Support the board with best practice governance: board recruitment, board development, meeting processes and procedures, etc. Ensure accurate reporting to the board; ensure the board is informed of Foundation activities.

Community Relations – Develop and maintain strong relationships with community leaders and key community constituents. Convene individuals and groups to strengthen impact and deliver results for the good of the entire Upper Arlington community. Represent the Foundation to the community, and along with the board chair, serve as co-spokesperson of the Foundation.

Strategic Planning – Lead the Foundation’s strategic planning process by coordinating planning efforts with the board, staff, and volunteers. Recommend strategic objectives, initiatives, and activities to support the Foundation’s strategy. Benchmark and monitor the Foundation’s progress on meeting the plan’s objectives. Develop and implement the Foundation’s operational plan.

Financial and General Management – Lead the Foundation’s operations including financial and staff management. Prepare, monitor, and report on the financial budget. Work with outside vendors and manage contracts. Ensure compliance with regulations, laws, and board-approved policies. Hire, manage, and mentor staff.

Advocacy – Promote positions that are supported and strategically aligned with the Upper Arlington Community Foundation’s strategic plan and initiatives. Advocate on behalf of the board and the Foundation for strategies that benefit the position of the Foundation.

Position Competencies and Expertise

Ensures accountability	Financial acumen	Organizational/political savvy
Communicates effectively	Interpersonal savvy	Persuades
Drives engagement	Builds networks	Plans and aligns

Situational adaptability
Balances stakeholders
Strategic mindset

Instills trust
Drives vision and purpose

Advocacy
Fundraising skills

Qualifications

Required

BA/BS degree or equivalent experience

Passion for the mission of the Upper Arlington Community Foundation

Five years or more in a leadership position with responsibility for successful fundraising, marketing, public relations, project management; and/or non-profit leadership experience

Desired

Experience with board relations and governance, grantmaking; CFRE

Compensation

A compensation and benefits package will be negotiated with the selected candidate based on experience and qualifications.

Board of Directors

Mike Fitzpatrick, Chair

Yanitza Brongers-Marrero

Mark Ricketts

Michael Martz, First Vice
Chair

Robert Dunn

Catherine Strauss

Wendy Gomez

Lori Wengerd

Ann Gabriel, Treasurer

W. Gregory Guy

Bradley Britton, Ex-Officio

Catherine Strauss, Secretary

Brian Hall

Kip Greenhill, Ex-Officio

Margie Pizzuti, Immediate
Past Chair

Clayton Hall

Brendan King, Ex-Officio

Jodi Patton

Steve Schoeny, Ex-Officio

Jeffrey Backes, M.D.

Application Process

Benefactor Group is pleased to be assisting the Upper Arlington Community Foundation with this executive search. Applications will be reviewed as they are received. All applications are considered highly confidential. To be considered for this position, please send a cover letter and resume to:

Benefactor Group Recruitment Team

HR@benefactorgroup.com

<http://www.benefactorgroup.com>

To learn more about the Upper Arlington Community Foundation, visit: uacommunityfoundation.com

The Upper Arlington Community Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability, ethnicity, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, gender, sexual orientation, pregnancy, protected veteran status, or any other basis under the law.