



LIMA COMMUNITY  
FOUNDATION

# Position Profile: Executive Director

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Lima Community Foundation

The Board of Directors of the Lima Community Foundation is pleased to announce the opening of its search for its next Executive Director.

## Introduction to the Lima Community Foundation

In 1965 a group of 15 individuals saw a need for an organization to help support Lima and Allen County by connecting people who wanted to give back to the community through organizations that made a difference in our community. The Lima Community Foundation has a rich history of supporting and improving the quality of life for the residents of Allen County, Ohio.

The Foundation now stewards more than 100 funds with assets totaling more than \$7 million. The Foundation awards more than 75 scholarships each spring—designated toward high school, college, and non-traditional students taking the next step in their academic and professional journeys.

The Foundation offers donors a comprehensive array of philanthropic tools, including donor-advised funds, scholarship funds, seed funds, and permanently endowed funds. By partnering with local investment advisors, the Foundation provides donors with professional management of their gifts. The Foundation is ready to meet the challenge of growing its permanently endowed funds to meet the current and future needs of Allen County's residents.

The Lima Community Foundation has a long and rich history of helping donors in Lima and Allen County reach their philanthropic goals. With recent capacity-building work and an exciting growth trajectory, Lima Community Foundation is poised to become a leading community resource—not just for funding, but for information, advice, and advocacy.

## The Opportunity

The Lima Community Foundation seeks a visionary, strategic leader to guide the Foundation's continued growth and success. As partner to a committed Board and generous supporters, the incoming Executive Director has a tremendous opportunity to make an impact on the community of Lima and Allen County.

Relationships are at the heart of the Foundation's work. The incoming Executive Director will relish the chance to forge new connections while nurturing existing ones. They will be a confident ambassador for Lima Community Foundation and Allen County, representing the whole community. Under their leadership, Lima Community Foundation will foster cooperation and collaboration among Lima and Allen County residents, leaders, and institutions.

The incoming Executive Director will have their finger on the community's pulse, working with the Board to identify the most pressing needs and adapting quickly to emerging priorities. They will identify Foundation initiatives that encourage prosperity and opportunity for all residents, such as downtown revitalization, and engage donors in support of these initiatives. By seeking input from their neighbors, the Executive Director will find new ways for the Foundation to support the well-being of all who call Lima and Allen County their home.



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The incoming Executive Director will be the Foundation's first permanent, full-time Executive Director. They will have the opportunity to work with the Board to identify a staffing model that aligns with the Foundation's needs and growth trajectory. They will also enjoy the partnership of E.S. Evans, a respected Lima-based accounting firm that handles the Foundation's accounting and financial management. Together, they will chart a course for the Lima Community Foundation that honors its history and positions it as a leader and convener around the causes that matter.

## About the Position

The ideal candidate will have, or can quickly develop, a deep knowledge of Lima and Allen County's challenges, opportunities, culture, and ambitions for the future. They will be an exemplary verbal and written communicator and comfortable convening and facilitating conversations that uplift diverse voices. They will bring an understanding of financial management and fundraising principles and operate with the utmost integrity, inspiring the trust and confidence of fundholders and donors. Significant experience working with and leading voluntary groups, committees, and community organizations will be highly valued.

### Key Position Functions

**Board Relations** – Establish and maintain strong Board relations including supporting the Board in recruitment, development and growth, and evaluation. Provide ongoing communications and reports to the Board and its committees. Serve as liaison to and provide the Board with leadership and best-practice support; serve as ex-officio member of all board committees.

**Convening and Building Networks** – Develop and maintain strong community relationships and networks. Convene community leaders on strategic topics and initiatives related to the Foundation's interests.

**Financial Management** – Lead and provide sound financial management practices and support. Oversee financial budget management and monitoring. Ensure accurate financial reporting and support the Board in financial oversight. Manage third parties that provide financial investment counsel and custody.

**Fundraising** – Lead fundraising and development activities, including development planning, annual campaigns, event fundraising, and planned gifts. Ensure effective donor relations and stewardship. Oversee all fundraising operations, data management, reporting, and relationships.

**Grantmaking and Scholarship Awards** – Oversee and lead grantmaking and scholarship activities including application review, monitoring, and reporting. Ensure grantmaking is consistent with Foundation strategies and goals.

**Marketing, Public Relations, and Communications** – Oversee the Foundation's marketing and communication efforts to increase the community's awareness of the Foundation's priorities and initiatives. Serve as the Foundation's public face; represent the Foundation and speak at public, civic, and donor events. Oversee the Foundation's print and digital communications.



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**Operations Management** – Lead day-to-day operations. Hire and lead an effective team. Ensure compliance with laws and regulations; develop and communicate effective policies and operating procedures.

**Strategy and Planning** – Lead strategy and planning efforts to ensure that the Foundation’s work aligns with Board direction, strategy, and vision. Strategy and planning include the diversity, equity, and inclusion lens in all strategy and planning work. Ensure that the staff has operational plans that enable the Foundation to achieve established strategic objectives.

### Required Qualifications

Candidates shall have the following desired qualifications:

- Five years’ experience in a management and leadership position with responsibility for serving diverse community constituents and clients.
- Experience evaluating constituent needs, and developing and implementing strategic and operational plans to meet the Foundation’s objectives.
- Bachelor’s degree in public administration, business administration, finance, nonprofit management, or related field or equivalent knowledge/experience.

### Desired Qualifications

- Nonprofit sector leadership; fundraising and donor relations experience; Board relations; convening community stakeholders to meet community needs and objectives.
- Experience with grantmaking and/or foundation programs and management.
- Master's degree in public administration or business administration
- CFRE or Chartered Advisor on Philanthropy (CAP) designation

### Competencies for Success

- Interpersonal savvy
- Instills trust
- Decision quality
- Collaborates
- Balances stakeholders
- Plans and aligns
- Organizational savvy
- Builds networks
- Financial acumen
- Communicates effectively
- Strategic mindset
- Nimble learning
- Action oriented

### Salary and Benefits

\$60,000-\$75,000 per year, commensurate with experience; health insurance; vacation, sick leave; access to professional development opportunities.



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## Board of Directors

Karen A. Boitnott, Chair

David W. Hardy

Everett S. Kirk III

Parker MacDonell, Secretary and Treasurer

Robert Meredith

Robert E. Shenk

Elizabeth W. Winget

## Application Process

Benefactor Group is pleased to be assisting the Lima 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 in pdf format to:

### Benefactor Group Recruitment Team

[HR@benefactorgroup.com](mailto:HR@benefactorgroup.com)

<http://www.benefactorgroup.com>

Please do not contact Lima Community Foundation staff or the Board of Directors with questions or interest in the role. All inquiries about the position should be directed to Benefactor Group.

To learn more about the Lima Community Foundation, visit: <https://www.limacommunityfoundation.org/>

## About Lima, OH and Allen County

Nestled in the heart of Allen County, Lima blends community warmth, economic opportunities, and a relaxed and deliberate pace of life—the ideal ingredients for professionals looking to put down roots in a close-knit community.

Lima and Allen County offer an affordable cost of living matched with a diverse economy. Known for early contributions to the energy and automotive industries, the region has proven resilient to economic and industry changes. Today, Lima and Allen County are home to an array of industries—including employers in advanced manufacturing, healthcare, agriculture, and education.

Residents of Lima and Allen County pride themselves on a strong sense of community. The area fosters a friendly and welcoming atmosphere—one in which neighbors know one another and local businesses thrive. This communal spirit is reflected in a bustling annual calendar of events, festivals, cultural attractions, and recreational activities that bring residents together.

Families and professionals alike benefit from quality healthcare and education, right in their backyards. Mercy Health – St. Rita's Medical Center in Lima is part of the largest health system in the state, delivering patient-focused care to Ohioans in 10 counties. The Lima City Schools educate more than 4,000 K-12 students each year, boasting a favorable student-teacher ratio of 14 to 1. The Apollo Career Center offers vocational training, and there are six colleges and universities less than one hour from downtown Lima.

As more people discover the wonders of this area, Lima is poised to be among Ohio's cities on the rise. For professionals of all ages, Lima and Allen County are excellent locations to live well, raise a family, and build a satisfying career.