

***TO SUBMIT YOUR INTEREST –
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POSITION DESCRIPTION
AND
IDEAL CANDIDATE SPECIFICATION

Director – CFT for Business

**Communities Foundation of Texas
Dallas, TX**

CFT's Mission

CFT stimulates creative solutions to key challenges in our community. We thoughtfully and effectively support our diverse donors and grantees by providing exemplary service and by demonstrating accountability. We improve lives through an unwavering commitment to lasting impact.

CFT's Values

Enhancing the experience and impact of giving through:

- 1. Exemplary service;***
- 2. Wise stewardship of resources; and as a***
- 3. Trusted partner for community knowledge and collaboration.***

Communities Foundation of Texas (CFT), founded in 1953, is one of the nation's largest community foundations. CFT's main focus is to enhance the experience and impact of giving for individuals, families, companies, foundations, and nonprofits by offering charitable tools like donor-advised funds, scholarships, and special initiatives and programs that provide opportunities for involvement in issues of interest.

With \$1.36 billion in assets, CFT's 2020 fiscal year saw \$138 million in grants paid, and \$168 million received into its more than 1000 funds. Since the foundation's inception it has made more than \$2 billion in grants.

CFT's strategic plan includes growing giving in the North Texas region; catalyzing change in critically important areas such as education, medical, and scientific research, and public safety; and strengthening the local philanthropic sector of donors and nonprofits. The Foundation's key initiatives include Educate Texas, CFT for Business, Emerging Leaders in Philanthropy, North Texas Giving Day, and the Working Families Success Network.

CFT for Business (CFT4B): For more than ten years CFT has been facilitating community involvement and philanthropy for North Texas businesses. Building on an existing program and its deep relationship with the nonprofit community, four years ago the Foundation re-launched its suite of business services under the CFT for Business brand. Its purpose is to offer business of all sizes the tools and resources to build a thriving company culture of stewardship, service, and generosity that meets their business objectives. CFT4B helps them make a beneficial impact on their communities through grantmaking, volunteerism, and in-kind donations of goods and services. CFT4B's programs and services can help them enhance their corporate culture and recruit and retain committed employees with the added benefits of growing their business and expanding their networks.

CFT4B offers fully serviced membership levels, as well as its recently-launched entry level "Be in Good Company" recognition program. Its \$460k operating budget is funded by membership fees and fees-for-service consulting engagements.

The challenge: CFT4B manages its successful existing programs and special services for its members, and its newer Be in Good Company offering. Recent trends have significantly increased expectations for the business sector to participate in strengthening the communities in which it operates, as well as the interest of employees in working for a service-committed business. CFT's leadership believes there is opportunity for significant growth in CFT4B's membership and programs that could benefit the business and nonprofit communities. The new Director will be charged with taking a fresh look at what is offered, how it is delivered, levels of involvement, and opportunities for expanding CFT4B's ability to help North Texas businesses meet the needs of their employees and customers to make their community better.

For more background see:

<https://www.cftexas.org/>

<https://www.cftexas.org/business>

Position summary

The Director will be responsible for visioning, planning, and implementation of this initiative to serve the Foundation's current business relationships and develop new ones in order to strengthen CFT's partnership with the business community.

Relationships

The Director will report to the Chief Relationship Officer, Monica Egert Smith.

The Director will manage three staff members, the Business Engagement Officer, the Strategic Initiatives Officer, and the Program Assistant.

The Director will collaborate with other staff members of the Relationship Department to promote philanthropy and community involvement within the business community, and with other CFT staff.

Position priorities (to be addressed during the first six months)

- Review all existing programs and services, and work with Monica Egert Smith and the CFT4B team to design a refreshed strategy and implementation plan for growth and enhancement.
- Strengthen CFT4B's working relationships internally and externally to create the infrastructure for CFT to catalyze the collective involvement of businesses in the North Texas community.

Primary responsibilities

- Cultivate and manage a portfolio of existing and prospective business clients. Recruit and secure new business relationships, members, sponsors, and in-kind donors, while also retaining and growing existing relationships with corporate fund holders, members of our corporate engagement network, Be In Good Company participants, and consulting clients.
- Develop, implement and execute CFT4B's fundraising and business development goals and strategies in collaboration with the Chief Relationship Officer.
- Partner with the Chief Relationship Officer in developing and tracking metrics for evaluating the impact of CFT4B's programs and services.
- Collaborate with CFT's Marketing and Communications staff to develop and implement a marketing and public relations strategy to raise the profile and awareness of CFT4B in the corporate community, including but not limited to, promotional materials, electronic communications, advertising, website, print, broadcast and social media channels.
- Guide and advise business executives and their employees on the strategic development, planning and implementation of community engagement programs.

- Work in collaboration with other members of CFT's Relationship Department (Donor Relations/Development, Donor Services, Collin County, etc.) to promote philanthropy and community involvement within the business community.
- Identify and implement best practices related to program management, business processes and relationship management in order to effectively and efficiently serve clients and partners.
- Recruit, manage, and develop excellent staff members who are committed to excellence in delivering CFT4B's programs and the Foundation's overall strategic goals and priorities.
- Develop and manage CFT4B's annual operating budget.
- Manage strategic external partnerships with professional associations and community-based organizations that can assist CFT by enhancing and/or marketing its programs and services for business clients.
- Represent CFT externally with donors, business executives, community leaders, nonprofit organizations and the community at large.

Ideal experience

- **Education:** this job requires organizational, analytical, and communications skills normally acquired through the completion of a bachelor's degree.
- **Experience:** at least 10 years of business experience, ideally with specific experience in business development, marketing, or corporate philanthropy.
- Strong relationship skills and a network of relationships with Dallas and North Texas companies, business leaders and corporate networking organizations are important.
- Experience as a board member or volunteer with the nonprofit sector is desirable but not required.
- A record of building and leading high-performing teams, including establishing a vision and motivating team members and volunteers to action is important.
- Excellent communication skills, including oral, written, and public speaking/presentation, are essential.
- Competency in Microsoft Office software applications (Word, Excel, Access, PowerPoint, and Outlook) and others essential for enhancing teamwork.
- Experience with Customer Relationship Management (CRM) applications is important, with Raiser's Edge preferred.

Ideal personal profile

- An individual with a passion for CFT’s mission, a vision for CFT4B’s role in its strategic implementation, and a commitment to service excellence.
- An entrepreneurial self-starter who plans strategically, consistently meets deadlines, and manages multiple concurrent projects, while motivating others to reach their goals successfully.
- An executive who is highly motivated and energized by community service, as well as by working with others to help them make meaningful contributions.
- A creative thinker who understands the intersection of business, philanthropy, and community.
- An individual with the ability and confidence to access corporate decision makers and key influencers.
- A seasoned executive who understands how to work with constituents who have varying backgrounds and levels of experience with philanthropy.
- A leader who can create a vision and then motivate and inspire groups and individuals to action.
- An outstanding individual who has the character, integrity, experience, and judgment to represent Communities Foundation of Texas and CFT4B with all of their constituencies and with the public.

To submit your interest for this position or for more information contact:

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