Community Foundation 2015 Committees and Responsibilities

Executive staffed by CEO

Primary responsibility for inter-committee communication; coordinates and prioritizes work of all committees with focus on strategic plan goals and progress.

Community Impact staffed by Program Officer

A structure to engage every board member and many more volunteers in the results and action oriented work of the Foundation as we deliver value to the community. Our work in this area will be organized in two efforts: Grants and Community Convenings. Grants will focus on the requests and recommendations for grants as well as evaluation and grantee site visits. Community Convenings will plan and conduct events such as Listening Learning sessions, broad issue community meetings and trainings for non-profit agencies, and the social capital survey. This structure will also include time limited task forces for specific grantmaking initiatives such as the fall foundation cycle and the Howland Foundation process. This group will serve as an ongoing resource to the Foundation about community needs and issues

Development & Community Relations staffed by Chief Development Officer

Advises and assists with all fundraising activities of the Foundation; equips and supports the entire board membership to successfully achieve fund raising goals, creates and implements the strategic fundraising plan, which includes grants, planned giving options, donor stewardship, donor services, special donor related events and new donor identification/ recruitment.

Serves all strategic communication needs of all functions of the Foundation including an annual PR/Marketing Strategic Plan and Web-related communications. Provides primary leadership in any special outreach events or community activities focused on the Foundation's image, new or targeted audiences, and any thematic messages promoting the Foundation

Donor Services staffed by Donor Services Officer

Advises and assists with activities to serve current donors, donor advisors, professional advisors, and prospective donors’ needs for philanthropy education and strategic philanthropic advising. This committee also assists with recognition, stewardship and appreciation activities as well as events for these groups.

Financial Administration staffed by CEO

Directs creation and application of policies, and procedures related to all funds (donor and general foundation) and fiscal responsibilities of the Board; oversees all budgets and expenditures; analyzes financial reports; manages all relationships with financial institutions connected to the Foundation. Also assumes oversight of all investment related policies and performance reviews; directs investment policies; manages investments policies and objectives statements

Nominating and Governance staffed by CEO

Coordinates all Board recruitment to assure that the Foundation Board is diverse and broadly representative of the community and is responsible for training, and service; oversees annual elections of officers and any leadership appointments; coordinates annual or periodic Board retreats; reviews conflict of interest, confidentiality, Board governance and other compliance issues for Board service; coordinates new board member orientation.

Field of Interest Advisory Committees staffed by the CEO

* Women’s Fund
* Children & Youth Fund