

Community Foundation 2022 Committees and Responsibilities

Executive staffed by CEO George Ferrari

Responsible for inter-committee communication; coordinates and prioritizes work of all committees with focus on strategic plan goals and progress. Takes action on behalf of the entire board when required between board meetings and as limited by the by-laws. Develops board meeting agendas.

Community Impact staffed by Chief Impact Officer Janet Cotraccia

Oversees and assists with execution and implementation of all grant activities of the Foundation. Provides primary leadership in policies, guidelines, applications and selection procedures, evaluation following awards, any convening and catalyzing efforts enhancing the grants activities of the Foundation and is an ongoing resource to the Foundation learning about community needs and issues.

Development staffed by Chief Development Officer Nancy Massicci

Provides volunteer leadership and support to all aspects of the fundraising programs. Works closely with the Chief Development Officer to help create and implement strategic fundraising plans, identify and cultivate donors, and solicit gifts. Provides primary leadership for annual, major, leadership, planned and campaign giving. Seeks operational revenue required for the programs and services of the Foundation as well as donations for funds enabling grantmaking impact.

Financial Administration staffed by CEO George Ferrari

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; and manages all relationships with financial institutions connected to the Foundation. Oversees audit and government reporting obligations. Oversees all investment related policies and performance reviews; provides oversight of investment managers.

Nominating and Governance staffed by CEO George Ferrari

Coordinates 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 periodic Board retreats; reviews conflict of interest, confidentiality, Board governance and other compliance issues for Board service; coordinates new Board member orientation.

Philanthropic Services & Community Relations staffed by Chief Philanthropic Services Officer Amy LeViere

Advises and assists with philanthropic outreach and education initiatives as well as donor stewardship. Works in outreach and philanthropy-advising initiatives involving donors, donor advisors, and professional advisors. Provides advice on donor stewardship plans and impact reporting and helps plan and participates in donor recognition and appreciation events and activities. Assists in the development of an annual PR/Marketing plan and web-related communication and events promoting the Foundation.