



CREAM CITY FOUNDATION

## PRESIDENT & CHIEF EXECUTIVE OFFICER PROFILE AND JOB DESCRIPTION

### ABOUT CREAM CITY FOUNDATION

Cream City Foundation is a 501(c)3 public foundation serving lesbian, gay, bisexual, transgender, queer+ (LGBTQ+) communities, bringing donors and nonprofit organizations together to advance the equity, health and prosperity of LGBTQ+ people Southeastern Wisconsin.

We dream of a day where our people have positive visibility and dignity that will help them be safer, healthier, and more employable. Our elevated priorities focus on the equity, health and prosperity (economic justice) of LGBTQ+ people, guiding our fundraising, grantmaking and convening to address the most critical issues facing our communities.

Cream City Foundation was established in 1982 and is celebrating 35 years of giving. The Foundation was originally spun-off from the Cream City Business Association, a Milwaukee-based association of LGBTQ+ business owners formed to promote entrepreneurship and business support for LGBTQ+ communities. Starting with just \$500 in seed money, the Foundation has grown steadily over the years, by providing close to 400 grants and 31 scholarships totaling more than \$1,500,000. *Funders for LGBTQ Issues* named Cream City Foundation to its Annual Honor Roll in 2015.

Over the past two years, Cream City Foundation has benefited from a successful board, donor and corporate engagement strategy that resulted in greater visibility and increased giving. Positive outcomes of this strategy led to a 34% increase in signature event attendance, 26% increase in signature event income and an increase of 13% in overall donor giving. Other outcomes include:

- Grant making of \$229,425 to 45 LGBTQ+ and allied nonprofits
- Launching the LGBTQ+ Scholarship Program raising more than \$71,000 and awarding \$43,500 to 31 deserving students in its founding year. Major funding was secured from BMO Harris Bank, Husch Blackwell, Milwaukee Gay Sports Network and the Windhover Foundation, AIDS Resource Center of Wisconsin Pharmacy and the Ramón & Marstellar Equality Fund.

Coupled with the success of its fundraising and grant making, the Foundation renewed its mission as a convening organization. In 2016, a university partnership was established with the Marquette University Center for Gender and Sexualities Studies to assist with a strategic assessment of the needs facing the LGBTQ+ community, post-marriage equality. The assessment consisted of a national, state, and local environmental scan including interviews with 27 community leaders from 25 organizations in SE Wisconsin. The outcomes of the study have led to the development of three elevated priorities to guide the Foundation's fundraising, convening and grant making initiatives.

The Foundation is seeking a President & CEO to build on this record and capitalize on the completed research to align fundraising, grant making and convening with our elevated priorities. The Foundation is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, marital status, national origin, age, genetic information, disability, veteran status, or any other protected characteristic.

### ABOUT THE POSITION

The President & CEO provides strategic and visionary leadership to the Foundation by promoting and stimulating philanthropy, grant and scholarship making and convening in support of the elevated priorities of equity, health, and prosperity.



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We are seeking an experienced, inspirational, strategic, dedicated and self-starting leader who can engage our various constituencies to share in Cream City Foundation's vision and mission. We are seeking an individual who is excited and ready to take Cream City Foundation to the next level, and who can serve as an articulate and passionate spokesperson for the organization.

The President & CEO will be responsible for managing the daily operations of Cream City Foundation and implementing the vision, strategic goals and objectives of the organization's Board of Directors. The President & CEO supports the Board, directs the staff, builds and maintains stakeholder relationships, develops and manages sources of income, and ensures the quality and effectiveness of grant-making programs. The President & CEO is an at-will, full-time, exempt salaried position that will report to the Board of Directors.

### **ESSENTIAL RESPONSIBILITIES/FUNCTIONS:**

**LEADERSHIP AND COMMUNICATION:** Provide the vision, direction, inspiration and motivation necessary to ensure the Foundation's success. Provide leadership by demonstrating good judgment, being an effective communicator, working well with staff, donors and community leaders, building consensus, providing appropriate guidance and oversight, and being able to motivate individuals.

- Provide executive leadership and vision to the Board of Directors, staff and representatives of LGBTQ+ and allied community organizations.
- Work with the Board and staff to define the Foundation's mission, communicate it effectively within the Foundation, ensure that it serves continuously as an inspiration and guide and execute it.
- Maintain the credibility, reputation and good standing of the organization.
- Establish effective and collaborative relationships with the Board of Directors, committee members, donors and community leaders.
- Serve as Cream City Foundation spokesperson with the media and at special events/public gatherings.
- Contribute to the vision and thought leadership in the Foundation's focus area(s) and communicate this vision.
- Provide oversight and direction for written communication, including website, social media, brochures, newsletters and other marketing materials. Ensure consistency of messaging and efficacy of outreach efforts.
- Evaluate operations, services and programs in view of regulatory requirements, donor and community needs and the goals set forth in the Strategy Map.
- Facilitate the development of and updates to the Strategic Plan and Strategy Map.

**BOARD GOVERNANCE:** Work with the Board of Directors to help ensure that it is properly constituted and trained to conduct effective governance.

- Work with the Executive Committee of the Board of Directors in the recruitment, nomination and selection of Board Directors.
- Facilitate the Board's awareness of its development needs and identification of appropriate training.
- Facilitate the development of Board's terms, norms and policies.
- Support and encourage appropriate board functioning and involvement.
- Prepare Board meeting materials, minutes and agendas in a timely and thorough manner to ensure full participation at meetings. Provide on-boarding assistance and education to new Board members.

**PHILANTHROPY, FUND DEVELOPMENT, AND GRANTING:** Provide oversight and direction in raising funds to support the operations of the Foundation and to attract new donors. Manage fundraising and resource development in coordination with the Fund Development Committee of the Board of Directors.



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Work with the Board and staff to develop programming, grant making and grant management strategies and systems aligned with the foundation's vision/mission and ensure that such strategies and systems are implemented well. Establish strong working relationships with other community leaders to promote the image and goals of the Foundation and to facilitate other community efforts to benefit the region.

- Create, design and implement an annual fundraising plan to increase income from donors over time, increase the donor base and lead all individual donor solicitations and relationship-building strategies.
- Develop and implement annual fundraising and sponsorship appeals.
- Provide oversight of development and coordination of all Foundation events, including signature special events, donor recognition and point of entry cultivation events.
- Cultivate and maintain relationships with private and corporate foundations.
- Provide oversight of grant procurement strategies, research, writing, and reporting.
- Oversee the tracking of gifts, pledges and acknowledgement of those gifts in a timely manner including grant making and scholarship funds and dispersal.
- Oversee the development, coordination and implementation of all grant making, the Scholarship Program and other programmatic initiatives in alignment with the elevated priorities of the Foundation and the Foundation's mission, values and guidelines.
  - Ensure grantee and scholarship accountability including monitoring, tracking and reporting of outcomes, financial reporting, etc.
- Understand, communicate, and work well with representatives from grant recipient organizations.
- Work with all Donor Advised Fund donors to develop their granting plans and assure that their funds are managed properly, including quarterly reports.
- Develop and implement strategic policy advocacy with local, state and national-level policymakers.
- Provide leadership in convening Foundation stakeholders, including LGBTQ+ and allied leaders and organizations, to create awareness, advocacy and action toward the elevated priorities of the Foundation.
- Actively participate in community activities to raise awareness of the Foundation as an option for donors to meet their philanthropic goals.

**FINANCIAL AND OPERATIONAL:** Develop, implement and maintain the infrastructure of the Foundation to ensure efficient and effective operations according to best practices and ethical guidelines including effective reporting of financials, cash flow, break-even financial results, and achievement of the goals set forth in the Foundation Strategy Map.

- Oversee and direct the day-to-day operations of the Foundation, including oversight for the Foundation's office.
- Work with the board and staff to develop legal strategies and systems that are effective and aligned with the foundation's vision/mission and ensure that such strategies and systems are implemented well.
- Work with the Board of Directors and staff to establish accountability standards and systems that track the Foundation's effectiveness and impact.
- Provide oversight to develop the annual operating budget/cash flow model and ensure financial controls are in place to ensure integrity and accuracy of reported results.
- Maintain financial records in coordination with the Executive Committee, Treasurer and the Foundation's selected accounting services firm and auditor.
- Prepare and present monthly financial reports to the Board of Directors.
- Work with the accounting services firm and auditors to ensure a clean, unconditional annual audit.
- Monitor Cream City Foundation's fiscal agreements.
- Evaluate opportunities for both expense control and revenue enhancement.
- Negotiate and manage relationships with consultants.
- Negotiate space rental and building lease.



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- Ensure policies and procedures are in compliance with federal and state guidelines for community foundations and non-profit organizations.

**HUMAN RESOURCE MANAGEMENT:** Ensure that staff and volunteers are properly selected, supported and guided and that their professional development is nurtured.

- Ensure appropriate and fair human resources policies and regular updating of Employee Handbook, including salary and benefits packages.
- Manage the Foundation staff, including the recruitment, hiring, evaluation and termination.
- Provide annual evaluation of staff to enhance their skills and opportunities for professional development, while promoting a team approach to problem solving and a positive work environment.
- Collaborate with staff and others to ensure policies and procedures reflect best practice, take advantage of available technology and promote the growth of the Foundation.
- Ensure all staff is competent in the software and technology needed to support Foundation operations.
- Ensure recruitment and retention of volunteers.
- Support staff giving and volunteerism.

#### **DESIRED ATTRIBUTES AND CORE COMPETENCIES OF THE PRESIDENT AND CEO**

- A visionary and inspiring leader who evidences a strong commitment to the values and principles of community philanthropy and the LGBTQ+ movement.
- A strategic and innovative leader of fundraising opportunities to support the financial and philanthropic needs of the Foundation.
- An engaging leader capable of cultivating and inspiring support from existing and new donors, funding institutions and nonprofit partners and beneficiaries of the Foundation.
- An innovator who is responsive to the challenges and emergent opportunities that characterize the current business environment for community foundations throughout the nation.
- An effective communicator with well-developed writing and public speaking skills. Able to resolve communication problems and manage competing interests.
- A strong relationship, coalition-builder and convener among diverse constituencies, partners and interest groups.
- A leader who is able to guide cross-team and cross-organizational collaboration.
- A person who appreciates and values diversity and inclusion and relates well to a diversity of individuals.
- A person with a solid understanding of Southeastern Wisconsin and its diverse LGBTQ+ and allied communities.
- A person capable of assessing, synthesizing and operationalizing strategic imperatives for the foundation; establishing clear and appropriate priorities in the context of competitive and, at times, seemingly mutually-exclusive business and program alternatives.
- Detailed orientated person, who is able to multi-task and juggle competing priorities, projects and interests.
- Effective at decision making including gathering appropriate feedback and information from key constituents to inform clear and timely decisions.
- An effective manager who will sustain and enhance Cream City Foundation's reputation for solid and effective financial management, operating efficiency and professional program delivery.
- An active and responsive agent of the Board of Directors who ensures that the fiduciary responsibilities and policy directives are respectfully, diligently and effectively served.
- Ability to work well with the Board, regardless of its composition.
- A knowledgeable and informed partner to the Board Treasurer and Executive Committee who ensures that the financial assets, records and resources of the foundation are consistently and appropriately documented and managed with care, clarity and unimpeachable integrity.



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- An effective mentor, thoughtful listener and skilled facilitator capable of cultivating individual professional skills and a spirit of teamwork among staff.
- By his/her commitment, capacity and consistency, the President and CEO will distinguish the foundation's standing and reputation as a LGBTQ+ movement and philanthropic leader in Southeast Wisconsin.

### CANDIDATE PROFILE

- The ideal candidate for the President & CEO position will bring:
  - A broad array of leadership, managerial and technical skills to his/her professional practice,
  - A commitment to the LGBTQ+ movement, social justice and diversity, and
  - A commitment to live in and become a part of the community of Southeast Wisconsin.
- A successful President & CEO will be a seasoned leader and professional manager with a strong record of success and innovation.
- Entrepreneurial, innovative and goal-oriented, the Foundation's executive will be well informed as to the challenges, history and opportunities of community philanthropy and the national LGBTQ+ movement.
- With a background in nonprofit leadership (3 - 5 years in senior-level positions), LGBTQ+ movement, administration, fundraising (5 - 7 years of experience and track record) and organizational development, the President & CEO must be able to support and lead staff and the Board through a process of strategic assessment, planning and organizational evolution.
- Career experience in a top leadership position in community philanthropy is preferred, but not required.

### EDUCATIONAL BACKGROUND

- Candidates must hold a Bachelor's degree or equivalent professional experience. An advanced degree in finance, business, nonprofit leadership, public administration, law and/or other professional practice(s) is preferred.

### COMPENSATION AND BENEFITS

- Salary is competitive and commensurate with experience. Please include salary history and requirements in cover letter.
- Other benefits to be negotiated
- Paid vacation, sick, and holiday leave
- Participation in a flexible and creative organization

### HOW TO APPLY

Cream City Foundation is performing the search and hire through its Board of Directors. Applicants should electronically send a PDF cover letter, resume and three references with contact information (phone and email) to Dr. Angelique Harris, Chair, Cream City Foundation, [presidentsearch@CreamCityFoundation.org](mailto:presidentsearch@CreamCityFoundation.org). Questions can be directed to Dr. Angelique Harris at [presidentsearch@CreamCityFoundation.org](mailto:presidentsearch@CreamCityFoundation.org).

This job description reflects the essential functions of the President & CEO position of the Foundation; it does not proscribe or restrict the tasks that may be assigned from time to time.