President/CEO Your Community Foundation- Your Community Foundation, Inc. (YCF) seeks an experienced and dynamic professional to direct its financial activities and all aspects of foundation management. These include managing its $150,000 + operating budget, assisting the YCF Board with the oversight of the Foundation's $9.5 million dollars in assets, managing 155 separate funds, directs the operations of the office and staff in administrative, grant making, financial development, and philanthropic activities consistent with the efficient use of resources. The President acts as the representative of the Foundation to governmental organizations, the business community, and the public. The President establishes and implements current and long-range goals, objectives, strategies, and policies of the Foundation, subject to the discretion and approval of its Board of Directors.

The President serves as Chief Operating Officer for the business affairs of the Foundation, reporting through the Chairman/Chief Executive Officer to the Board of Directors. As such, the President is responsible for day-to-day operations and planning of staff, committees, and volunteers. Subject to direction from the Board of Directors, and supervision of the Chairman.

Located in Morgantown, West Virginia, Your Community Foundation is a public, nonprofit organization that owns and operates its 111 High Street building including 10 offices and one large basement office space. The President is responsible for property management of the YCF office building.

The President will work closely with the Chairman, Board of Directors as a senior-level leader, advising and assisting with all aspects of the Foundation and its endowment and pass through funds, and general creative leadership to maintain the growth and improvement of management of the organization.

Qualifications:
Bachelor degree required. Emphasis in Accounting or Finance is preferred.
Non Profit industry experience or knowledge preferred.
Alternative investments experience preferred.
Knowledge of Quick Books preferred.
Attention to detail, strict adherence to deadlines, and advanced problem solving skills.
Experience with performance measurement and accounting.
Must be a team player with effective time management skills and the ability to multi-task.
Advanced Excel skills and experience with Microsoft Office products.
Knowledge of investment management and research tools.
Strong verbal and written communication skills.
Ability to develop strong relationships with clients.
Ability to work independently with minimal supervision.
Ability to provide leadership to critical analysis and solutions to issues.

Screening of applicants will begin immediately and will continue until the position is filled. A cover letter, resume, and salary requirements, along with three references, should be sent to Your Community Foundation at info@ycfwv.org or mail to:

YCF
P.O. Box 409
Morgantown, WV 26507

Your Community Foundation, Inc. is an Equal Opportunity Employer. Candidates of all backgrounds are encouraged to apply.