



*Last updated 9/25/2024*

## **Job Description Chief Executive Officer, Corporate President and Treasurer**

The John T. Vucurevich Foundation helps our low-income neighbors meet their needs one family at a time through grantmaking and community collaboration. We envision a community where working families and thriving children reach their full potential. We honor and build upon the personal giving legacy of John T. Vucurevich by facilitating solutions to key community challenges with a focus on affordable housing, early learning, economic mobility, and other basic needs.

### **Position Summary**

The Chief Executive Officer (CEO) is responsible for directing the staff, program and administrative operations of the Foundation. The CEO provides leadership and direction with human resources, fiscal, grant-making and organizational policies/procedures. The CEO is accountable to the Board of Directors and works closely with them to develop and implement the Foundation's strategic plan.

The Corporate President shall be the principal executive officer of the Corporation and the Corporate Treasurer shall be responsible for all funds and securities as stated in the Corporate Bylaws.

### **Responsibilities:**

1. Provide leadership in working with the Board of Directors and staff to develop and implement goals, policies and grant making priorities consistent with the overall vision of the John T. Vucurevich Foundation.
2. Manage staff, maintaining high morale, teamwork, good communications, and delegating or re-organizing responsibilities when needed.
3. Represent the John T. Vucurevich Foundation to the community with the ability to be diplomatic and develop professional and effective working relationships.
4. Be aware of community needs within the areas served by the Foundation and develop strategic partnerships where needed to meet those needs.
5. Maintain overall legal and ethical compliance with Federal, State and local laws to uphold public trust in the Foundation.
6. Demonstrate a high level of integrity, dependability, enthusiasm and confidentiality.
7. As Corporate Treasurer, monitor and report on the investment portfolio along with the Investment Committee; Coordinate work of the independent auditors in preparation of our annual audit and Form 990PF; Provide reports to the Board of Directors as requested.

### **Experience and Job Qualifications:**

1. Bachelor's degree required with progressive experience in a corporate form of governance, strategic planning, financial and human resource policy and implementation.

2. Knowledge of legal and governance aspects of a private foundation a plus.
3. Deep knowledge of nonprofit, charitable institutions in the area served by the Foundation.
4. Experience working with a Board of Directors and bringing a group with diverse opinions to a consensus.
5. A commitment to the Foundations vision.
6. A successful record of managing people.
7. Demonstrated superior organizational, verbal and written communication skills.
8. A demonstrated ability to convert ideas into working programs and outcomes.
9. Be comfortable working in a small office environment.

This description is not intended to be an all-inclusive list of responsibilities, duties, and requirements for employees in this position. Job descriptions may and do change periodically.

*We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or status as a protected veteran. If you require reasonable accommodation, please contact Alan Solano at [asolano@jtvf.org](mailto:asolano@jtvf.org).*