



Now Hiring

for the position of

PRESIDENT

Apply to:
[Info@WarrenCounty
Foundation.org](mailto:Info@WarrenCountyFoundation.org)



Position Purpose

The President serves as the chief executive of the Warren County Foundation, responsible for advancing its mission to promote charitable giving, strengthen the nonprofit sector, and address the changing needs of our community. Reporting to the Governing Board, the President provides principled leadership, ensures operational and financial strength, and fosters strong relationships with donors, partners, and civic leaders across Warren County.



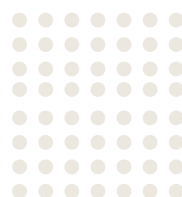
Qualifications

- Bachelor's degree required; advanced degree preferred.
- At least 15 years of relevant experience, including 10 years in a senior leadership role.
- Equivalent experience that demonstrates the required leadership and technical skills will be considered.



Application Period

- Applications accepted through July 31. Please email resumes and cover letter to info@warrencountyfoundation.org





Key Responsibilities

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1. Lead and Execute the Foundation's Strategic Priorities

Support the Governing Board in fulfilling the Foundation's mission and goals.

- Grow the Foundation's total assets and legacy commitments.
- Increase annual grantmaking across all Foundation funds.
- Identify strategic opportunities and present sound recommendations to staff and board.
- Set measurable goals and performance expectations for staff.
- Track progress and report results to the Board regularly and transparently.

2. Uphold and Reflect the Foundation's Core Values

Promote a culture of trust, accountability, service, and long-term stewardship.

- Maintain a high standard of donor service and satisfaction.
- Safeguard the Foundation's financial health by monitoring performance and risk.
- Operate with integrity and uphold ethical practices across all operations.
- Help identify and respond to long-range community needs consistent with the Foundation's mission.
- Support endowment building, estate planning, and planned to ensure lasting community impact.
- Encourage collaboration and mutual respect across the local nonprofit sector.





Key Responsibilities Continued

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3. Develop and Support a Strong Team

Provide guidance and oversight to ensure staff alignment with the Foundation's mission and goals.

- Supervise and mentor team of 3-5.
- Align staff roles and responsibilities to ensure operational excellence.
- Encourage professional development and a results-oriented work culture.
- Promote internal accountability and shared ownership of success.

4. Serve as a Trusted Community Leader and Spokesperson

Maintain the Foundation's strong reputation for professionalism, reliability, and service.

- Represent the Foundation to donors, community partners, and civic leaders.
- Maintain positive relationships with the media, local officials, and financial professionals.
- Strengthen the Foundation's visibility through active engagement in local, state, and national networks.
- Stay current on regulations and best practices that affect community foundations.
- Foster public trust by demonstrating sound judgment, humility, and responsiveness.



Financial Scope

Oversight of the Foundation's assets it manages.





Key Relationships

External:

Frequent interaction with donors, community organizations, financial advisors, legal counsel, and leaders of supporting foundations.

Internal:

Regular engagement with the Board Chair, members of the Governing Board, Executive Committee and other Board Committees, and staff.

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Skills & Attributes

- Strong personal commitment to the Foundation's mission and values.
- Proven ability to lead teams and achieve measurable results.
- Experience with long-range planning and fiscal oversight.
- High-level communication and relationship-building skills.
- Familiarity with charitable gift planning, estate planning, and relevant tax law.
- Experience engaging donors and community leaders.
- Discretion, integrity, and the ability to inspire trust.



Compensation Details

- The President of the Warren County Foundation will be compensated at an annual salary of \$80,000, based on a part-time schedule of 3-4 days per week. During the initial onboarding period, the selected candidate will have the option—but not the obligation—to work up to a full 40-hour week. During this period, the candidate will be paid at an hourly rate of \$62. This approach is designed to support a strong transition into the role by providing additional time to engage with the board, community stakeholders, and the foundation's operations. This position does not include benefits.



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The Warren County Foundation is an equal opportunity employer and values integrity, accountability, and service to others. To learn more, please visit:

www.WarrenCountyFoundation.org

