



FJC JOB ANNOUNCEMENT

POSITION: Chief Executive Officer

LOCATION: NEW YORK, NY

TYPE: Full-Time

DATE: February 2018

REPORTS TO: Board of Directors

ABOUT FJC:

FJC is a public charity which offers a diverse menu of philanthropic services to a range of stakeholders. Its mission is to increase and maximize the impact of charitable dollars, create innovative and customized philanthropic solutions, and respond effectively to the needs and interests of donors, charitable agencies, borrowers, as well as investment and wealth advisors. As the premier foundation of donor advised funds, FJC continually pioneers better ways of giving.

FJC has over \$270 million in assets and has distributed over \$400 million in grants to charities around the world. In addition to grantmaking, FJC offers its clients a unique investment in its Agency Loan Fund, which has advanced over \$280 million in loans to 200 non-profit organizations globally. Corporations and individuals have established over 1,000 FJC Philanthropic Funds.

Known to be a “small shop with big ideas,” FJC’s top priority is responding to and assisting donors in achieving their philanthropic goals in creative ways. FJC is proud to leverage charitable resources to support qualified charities, provide fiscal sponsorships, as well as offer collective giving opportunities and customized investment options.

For more information, please visit www.fjc.org

The Opportunity:

FJC seeks a versatile Chief Executive Officer (CEO) to play a critical role in shaping and advancing our next phase of growth. This exciting position is ideal for an ambitious, financially knowledgeable, skilled manager and non-profit leader. The successful candidate will raise FJC’s visibility, increasing its asset base, and ensuring a top-notch donor experience. The CEO will pursue purposeful marketing and proactive business development, tailored to FJC’s target clients. S/he also will enhance FJC’s competency in delivering creative offerings and customized products to build the organization’s reputation as the most strategic, innovative and flexible donor advised funds around. This position offers a unique opportunity for a multi-talented and creative entrepreneur who is passionate about the charitable sector and is able to implement organizational strategies that will enable FJC to achieve its vision and mission.

Working with the entire FJC staff team, the CEO will set the bar for excellent performance and responsiveness. S/he will supervise the Chief Financial Officer, the Director of Financial Services and other staff.

Essential Duties and Responsibilities:

A. Leadership and Management

- Lead the organization;
- Develop and monitor budgets as well as strategies for organizational and financial growth;
- Review and update policies and procedures, ensuring compliance with laws and standards of ethical behavior;
- Supervise accounting and financial management to ensure accurate record-keeping and internal financial controls;
- Oversee day-to-day operations, help recruit, develop, and evaluate staff; and,
- Foster a culture that animates and inspires FJC's staff to advance themselves and best serve our stakeholders.

B. Marketing and Business Development

- Serve as the external spokesperson for FJC, raising the organization's visibility and increasing its impact;
- Expand and diversify FJC's donors and assets (including cultivating younger generation donors);
- Develop and execute a sales and business plan;
- Identify and build connections with high net worth individuals and their professional advisors (e.g., attorneys, financial advisors, wealth advisors, etc.);
- Cultivate and manage donor relationships; and,
- Create and implement new donor-friendly programs, services and solutions for meeting donors' philanthropic interests and needs.

C. Operations and Financial Management

- Oversee staffing needs, organizational structure, and the roles and responsibilities of staff;
- Administer and improve key operations and internal systems;
- Ensure that sound human resource practices are in place (with a focus on staffs' goal setting and evaluation);
- Protect the organization from financial, legal and reputational risks; and,
- Safeguard business stability by increasing reserves, focusing on key relationships; broadening the donor base, and pursuing stable investment strategies (e.g. hedge risk).

D. Board Relations

- Provide generative thinking and strategic planning in collaboration with the Board;

- Partner with the Board to develop and implement targeted marketing initiatives;
- Provide the Board with regular and meaningful financial and management reports; and,
- Support the Board with its committee work and board recruitment.

Qualifications

A. Professional Knowledge

- Strong understanding of financial markets and financial products;
- Knowledge of sales and business development strategies and practices;
- Some legal and tax expertise;
- Experience raising funds in a professional capacity;
- Familiarity with philanthropic work (desirable); and,
- Knowledge of how nonprofit organizations operate (desirable).

B. Fundraising and Management Experience

- At least eight (8) years of senior-level management experience;
- Demonstrated ability to work effectively with multiple stakeholders, such as a Board of Directors, donors, financial partners, clients, and grantees;
- Strong, organized manager with experience leading and inspiring a team while managing performance; and,
- Proven success in fundraising and communications efforts.

C. Core Competencies and Perspective

- Relationship builder with strong people skills;
- Shares ideas and learns from others in the field;
- Sets a high bar for strong performance;
- Able to speak and connect with a broad variety of organizations;
- Attentive to detail while also keeping the bigger picture in sight;
- Highly self-motivated and creative;
- Exceptional integrity and trustworthiness; and,
- Charismatic, effective and organized thinker, writer and orator.

Salary is competitive and commensurate with experience.

HOW TO APPLY: Please send your cover letter and resume to info@ny830.com. Please also let us know where you learned of this position.

No phone calls. Only candidates who are selected for interviews will be contacted.

FJC is an Equal Opportunity Employer and complies with the Americans with Disability Act. We are strongly committed to diversity in staffing and hiring.