



## **DESCRIPTION OF ORGANIZATION**

The tradition of Fieldstone philanthropy began in 1983 as Peter Ochs, Keith Johnson, and Dave Langlois embarked on a venture to create The Fieldstone Group of Companies, a collection of land development, home building, and real estate businesses which began constructing homes in 1981.

After ten years of making grants to nonprofit organizations, the corporate Network became actively engaged in leadership development for nonprofit executives. Fieldstone Leadership Network was created in 1994, and in the time since then, has provided a continuum of programs and networking opportunities empowering leaders by strategically investing in the person, the organization and ultimately, the community served.

Together with a committed board of directors, Fieldstone Leadership Network is a safe and trusted community of nonprofit leaders who gather to receive support, inspiration, education, and needed resources so organizations can thrive and continue to fulfill their mission.

Fieldstone Leadership Network has been nationally recognized and has served over 1,200 nonprofit leaders and 645 organizations throughout Southern California.

## **JOB OVERVIEW**

Reporting to the Board of Directors, the Executive Director will lead all operations of Fieldstone Leadership Network. The Executive Director will be responsible for the leadership and management of the Network's development, operations, and programs. This includes oversight of infrastructure needs, staffing, operating revenue, strategic partnerships, and long-term sustainability. The Executive Director will continue to advance the Network's mission through:

- Creating and providing educational programming for nonprofit executive leaders;
- Establishing an environment of collaboration and networking among nonprofit executive leaders;
- Developing and executing an annual strategic plan;
- Increasing community awareness;
- Building a network of partnership and sponsorship with business leaders; and
- Support board governance practices.

The Executive Director will serve as the main point of contact and representative for all FLN programs and activities.

## **RESPONSIBILITIES**

### **Vision**

- Builds support for and pursues a vision for the future of FLN consistent with organizational values
- Visionary mindset that sets the strategic course and moves the organization forward
- Ability to oversee high-growth initiatives
- Entrepreneurial frame of mind
- Skilled in corporate collaboration and strategic partnering
- Capacity to identify unmet needs

### **Leadership**

- Lead, implement, and monitor FLN's strategic planning process in collaboration with the Board.
- Oversee contracted staff and their related functions; provide guidance to ensure completion of assigned work.
- Create and implement a plan for future growth and development of staff.
- Develop and nurture foundational relationships.

### **Board Support**

- Provide staff support for all Board activities, including Board Meeting preparation and support, Committee Meetings support, maintaining Board documents/rosters, etc.
- Work closely with Board Committees to advance strategic goals.

### **Operations**

- Manage the day-to-day operations of the Network, including issues related to financial reporting and auditing, budgeting, project and event management, insurance, legal, human resources, marketing and systems management.
- Lead and model the principles of diversity, equity, and inclusion in all facets of FLN operations and community support.

### **Development**

- Design and execute a plan to secure operating revenue and funds for community impact.
- Research new funding sources/models and implement fundraising strategies to maintain the Network in a positive financial position.
- Build the Network's infrastructure through funding for physical space, staffing, and long-term sustainability.
- Identify and coordinate grant funding from public/private organizations, and collaborative grant opportunities.
- Nurture existing relationships and establish new relationships with key and potential donors.
- Develop and implement a plan to properly recognize donors for their contributions.

### **Financial Oversight**

- Oversee budgeting process, financial reporting, projections, etc., in collaboration with Finance Committee.

### **Community Outreach, Impact, and Collaboration**

- Advance FLN's presence within the community to bring awareness.
- Develop community relationships and engage diverse stakeholders to increase public awareness and build the Network's reach.
- Lead evaluation efforts with support of evaluation consultant to measure current and emerging needs facing the nonprofit sector.

### **Marketing and Communications**

- Develop and implement marketing strategies to increase FLN's visibility
- Oversee internal and external communication efforts and social media content
- Develop communication messages and materials across all digital, print, social channels
- Develop annual Impact Report to highlight FLN's accomplishments and recognize donors

### **REQUIRED QUALIFICATIONS**

- **Entrepreneurial/Industrious:** demonstrates the ability and willingness to fulfill all organizational functions with minimal staff support
- **Work Experience:** Minimum of 5 years of experience in executive-level leadership with direct experience in the nonprofit sector; specifically capacity building organizations
- **Education:** Bachelor's degree
- **Knowledge/Experience within Orange County:** Working knowledge and understanding of the Orange County nonprofit and donor community
- **Leadership:** Experience leading a team, supporting a nonprofit board
- **Strategic Planning:** Experience developing and implementing strategic plans that enable the growth and development of an organization
- **Relationship Building:** Experience building strategic relationships with stakeholders
- **Development:** Demonstrated experience in fundraising and fund development
- **Financial Management:** Knowledge, understanding, and experience with financial aspects of nonprofit leadership, including budgeting, reporting, auditing, and financial stewardship
- **Collaboration Skills:** Demonstrated experience collaborating with individuals from various sectors of the community to achieve a common goal
- **Organizational Skills:** Excellent organizational skills and attention to detail; able to prioritize work effectively and manage multiple priorities
- **Communication Skills:** Strong interpersonal, verbal and written skills, with experience in presenting and facilitating to large and small groups
- **Technology:** Experience with Microsoft Office applications

### **DESIRED QUALIFICATIONS**

- **Education:** Bachelor's degree required. Master's or equivalent preferred.
- **Technology:** Experience with contact relationship management software
- **Website & Social Media Management:** Website design experience and social media experience preferred

## COMPETENCIES

- **Interpersonal Skills** - Maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas
- **Oral Communication** – Able to clearly articulate thoughts and ideas; listens and obtains clarification; actively engages in discussions/meetings; ability to speak effectively before groups and partners
- **Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; responds promptly to inquiries
- **Teamwork** - Exhibits objectivity and openness to others' views; gives and welcomes feedback; accepts constructive criticism; ability to interact and work collaboratively and effectively with all types of people and personalities and in all situations; contributes to building a positive team spirit; puts success of team above own interests
- **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration, regardless of status or position; accepts responsibility for own actions; follows through on commitments
- **Multi-Tasking** - Ability to handle stressful situations while effectively prioritizing and meeting competing deadlines, maintaining professionalism and composure
- **Independent Worker** – A self-starter and fast learner who needs limited supervision, but who seeks assistance and instruction when needed, who is reliable and consistently produces excellent results
- **Flexibility** – Quickly and easily adapts to changing situations
- **Organizational Skills and Efficiency** – Exhibits ability to successfully track and follow-up on various and high volume of tasks and to efficiently perform tasks with accuracy

## SALARY AND BENEFITS:

- Position is full time, approximately 40 hours per week, with the possibility of additional hours during evenings and weekends. This is not a remote position.

## HOW TO APPLY:

- Candidates are encouraged to submit a one-page cover letter, including your interest in the position and unique qualifications, along with your resume to [rsinclair@fieldstoneleadership.org](mailto:rsinclair@fieldstoneleadership.org). In order to expedite the internal sorting and review process, please type your name and RESUME in the subject line of your e-mail.

Fieldstone Leadership Network is an equal opportunity employer and does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, medical condition, handicap, veteran status, marital status or sexual orientation.

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