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## OPPORTUNITY RESOURCES INC.

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### **POSITION DESCRIPTION AND IDEAL CANDIDATE PROFILE**

**POSITION:** Executive Director/CEO  
**INSTITUTION:** Columbus Citizens Foundation  
**LOCATION:** New York City

### **BACKGROUND**

The Columbus Citizens Foundation (the Foundation), founded in 1945, is a philanthropic and fraternal membership organization. The Foundation awards multi-year financial support to 150-200 elementary, high school and college students annually through scholarships and a recently launched internship program. The Foundation offers its members cultural, educational and social programs engendering interest in and appreciation for the culture, values and traditions of their Italian heritage and for the earlier generations who contributed to their success. The Foundation is a financially stable organization and is supported by contributed and earned income and membership fees.

The Foundation's continued growth and future plans prompted the Board of Governors to engage outside consultants to review its programs and to suggest measures to ensure its capacity to fully carry forward its mission and to serve its growing constituency. Following an analysis of the Foundation's services and general operation, the recommendation was a change to its operating structure with the creation of an expanded position of Executive Director/CEO. The new position's responsibilities will integrate oversight for every facet of the Foundation under one executive, including new programs and services, continued expansion of membership and the enhancement of the Foundation's profile. In time, with support from the Board and the Development Director, the new Executive Director/CEO will significantly broaden the Foundation's fundraising operation.

The Foundation's home and offices are located in an Italianate townhouse on East 69<sup>th</sup> Street in Manhattan's Upper East Side. The townhouse was built in 1893 for the prominent Colby family and prior to the Foundation's purchase in 1969, housed the Swedish consulate. The faithful restoration of the building to its original glory was accomplished by Italian artisans who were also members of the Foundation. As was the practice when it was built, the kitchen was located on the lower floor and food brought to the dining room by dumb waiter. During the reconstruction the lower floor became a restaurant, the "Taverna." Members and their guests are welcome for lunch, dinner and in between.

The Foundation's operation is supported through earned income and various fundraising initiatives, including the Columbus Day Parade, galas, corporate contributions and sponsorships and donations from its membership which is firmly committed to the Foundation's philanthropic mission.

The Foundation is governed by an 18-member Board of Governors with a 13-member staff. Membership is by-invitation and is currently at over 600. The Young Adults Auxiliary and Ladies Auxiliary volunteer time and expertise to fuel the Foundation's social and fundraising events.

For more information about the Columbus Citizens Foundation visit [www.columbuscitizensfd.org](http://www.columbuscitizensfd.org).

## **THE POSITION**

The Foundation is seeking an Executive Director/CEO (CEO) who is a strategic, innovative, energetic and charismatic leader with strong management and fundraising skills and who inspires confidence and trust internally and externally. She/he will be first in command and oversee all aspects of the Foundation's operations and be responsible for providing strategic direction and vision for its continued success and growth.

### **Reporting Relationships**

The CEO reports to the Board through the President and will work closely with the standing and ad hoc committees of the Board. The CEO has six direct reports including Scholarship Director, Controller, Development Director, Director of Marketing & Communications, Membership Director, Assistant to the Director, and General Manager of the Facility & Executive Chef.

## **RESPONSIBILITIES**

The CEO is responsible for providing leadership to the Columbus Citizens Foundation, guided by its mission and values. The scope of responsibilities includes strategic planning and implementation; fundraising and budgeting; communications and public relations; marketing; operations and administration. The CEO oversees the execution and progress of the philanthropic and fraternal dimensions of the Foundation's mission.

The CEO will be the dynamic and compelling public face and representative of the Foundation in the development of new funding resources and with existing and potential donors.

The CEO will have complete autonomy for operating decisions within the area of approved plans. The CEO will be accountable for the Foundation's financial and human resources and for taking new initiatives and seeing them through to completion. She/he will interact with the President on a regular basis to review, both formally and informally, progress toward execution of stated plans, key personnel and budgetary concerns and other similar issues. The CEO will also seek guidance on particularly complex issues and in general will keep the President informed.

The CEO will provide leadership and direction as follows:

### **Financial Development**

- Take the leadership role in all fundraising plans and activities and, together with the Board and the Director of Development, cultivate and solicit new funding sources while maintaining productive relationships with existing funders. With the President, Board and Chair of the Fundraising Committee, evaluate current fundraising activities for effectiveness and institute changes where needed to increase positive results.
- With the support and participation of the President, Committee Chairs and membership, assume complete leadership over time of the organization and success of the Columbus weekend activities, including the Columbus Day Parade, the annual Gala entertainment dinner, and the selection of the Parade Grand Marshal, who is the principal honoree at the Gala dinner. The Columbus weekend events comprise the Foundation's major annual fundraising initiative and are currently membership-led.
- Serve as the Foundation's public face and, together with the President, as its spokesperson regionally, nationally and internationally, raise the profile of the Foundation in the Italian-American community and the world of charitable institutions, seeking to maintain its original mission while broadening its scope and relevance in a changing world; cultivate relationships with appropriate organizations and individuals that share and support the Foundation's mission and activities; develop strategies to increase membership and new earned income opportunities.

### **Planning, Implementation and Programs**

- Spend the first few months becoming familiar with the Foundation's programs, finances, personnel, membership and key stakeholders; critically assess the way the Foundation goes about fulfilling its mission; institute change where needed and establish and maintain a structure that is focused, coordinated and effective and can successfully achieve the Foundation's short- and long-term goals.
- Thereafter, work closely with the President and select Board members to develop a compelling plan for the Foundation's advancement that is ambitious but achievable, and galvanize the Board, staff, members and friends' groups to successfully execute the plan.
- With input from the Board and staff, develop a vision of the type and range of programs that will best serve the Foundation's mission and goals and ensure they are delivered with the high standards for which the Foundation is known.

### **Governance**

- Cultivate strong and transparent working relationships with the Board and staff that ensures open communication about the measurement of financial, programmatic and impact performance goals against agreed-upon milestones.

### **Organizational Capacity and Finance**

- Develop the annual operating budgets for general operations and mission-driven initiatives for Board approval and ensure appropriate financial controls and reporting systems are in effect; ensure the Foundation's continued financial strength through effective planning, budgeting and forecasting.
- Assess organizational capacity to implement strategies and goals and report gaps in the Foundation's systems and staff to the Board.
- Serve as a point person between the staff and Board; oversee employee selection, training and annual performance appraisals; facilitate open communication and teamwork; and devise ways to attract and retain talented staff.

### **Marketing and Communications**

- With the Marketing & Communication Director, create a plan that promotes the Foundation's programs and services, enhances its visibility and brand reputation and reaches a wide variety of important people and places, increasing awareness and interest in the Foundation's efforts and accomplishments.
- Ensure that a wide range of public relations and marketing activities are in place, including print material, website and digital media that promote the Foundation's activities and direction.
- Maintain ongoing communication with the Foundation's constituency, cultivate partnerships and be visible and active at relevant civic and cultural events.
- Serve as the Foundation's spokesperson and advocate for the value of education about Italian culture throughout history.

### **Qualifications and Characteristics**

The CEO will play a critical role in every aspect of the Foundation, including its future direction, relevance and quality of its programs and its long-term financial growth.

She/he will have at least 15 years of experience gained in progressively senior positions preferably at a nonprofit educational, cultural, philanthropic or social service organization or related field with responsibilities and complexity similar to the Foundation, and prior success leading people, raising money, managing finances and working with a Board. Individuals from the business sector with relevant experience will also be considered.

While no candidate will possess all of the skills and attributes listed, the successful candidate will possess many of the following:

- A keen appreciation for the Foundation's mission and ability to articulate that mission with conviction and clarity

- Demonstrated capacity to think strategically and creatively; good business acumen and ability to apply management experience to the Foundation's practices, including strong balance sheet/income statement skills
- Ability to establish credibility and trust with the Board, staff and members
- Talent for cultivating and managing relationships with a wide variety of people, internally and externally
- A successful track record in fundraising and a marketing bent
- Excellent verbal and written communications skills
- Team-building skills ensuring that the right people are in the right roles at the right time
- Self-starting spirit with a hands-on work ethic
- Organized mentality, enabling movement of activities in several directions while staying focused on overall goals; proactive approach to reorganization of projects and/or an organization in connection with its growth; results-driven in relation to setting and achieving goals and fostering a success-oriented, accountable environment
- Aptitude and experience with current technology and its uses in organizational management and fundraising
- An open, friendly and collaborative personality; high level of emotional intelligence, perseverance, a positive outlook, and a sense of humor

## **LOCATION**

The Columbus Citizens' Foundation is located in New York City. With a population of 8.5 million, of whom 36% are foreign-born, New York City is the most populous and multicultural city in the United States. It is home to the U.S.'s largest population of people with Italian ancestry, with estimates ranging from 700,000 to over a million. The Italian diaspora has contributed prominently to New York City's rich political and cultural diversity since the late nineteenth century. New York City hosts dozens of annual festivals celebrating Italian culture. Italian-American neighborhoods continue to flourish in all five boroughs as the City remains open and welcoming to immigrants and visitors from around the world.

New York City needs no introduction as a global cultural, artistic and intellectual center. Peerless education and health care, comprehensive mass transportation, iconic museums both traditional and cutting-edge, exceptional international cuisine and accessible worldwide air travel are among the many reasons to love living in New York.

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Columbus Citizens Foundation offers an attractive and competitive salary and benefits package.

Columbus Citizens Foundation is an Equal Opportunity employer.

***Address all inquiries and recommendations in confidence to executive search team.  
Submissions should consist of letter of interest and resume (chronological preferred).  
Submissions by email preferred.***

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