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**COMMUNITY  
FOUNDATION**  

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**of Sarasota County**

**President and CEO · Community Foundation of Sarasota County**

**Position Guide · December 2024**

**KITTLEMAN**  
*The First Source for Nonprofit Leaders, Since 1963*

# COMMUNITY FOUNDATION OF SARASOTA COUNTY

**Position** President and CEO

**Reports To** Board of Directors

**Location** Sarasota, Florida



## Mission

Community Impact Powered by Philanthropy. **Our motto — “Be the One” — reflects our deeply-held belief that anyone can be a philanthropist and give back to our community, regardless of means.**

## Values

We are passionate about inspiring charitable giving to build the community we all want to be a part of. We live it through our core values:

- Compassion — Caring for citizens of our communities
- Empowerment — Enabling others to succeed by leveraging our influence, support, and encouragement
- Innovation — Discovering, cultivating, and promoting new opportunities
- Integrity — Ensuring the highest ethical standards in all we do
- Quality — Demonstrating excellence
- Stewardship — Managing the assets and resources entrusted to us in a careful and responsible manner for the benefit of all we serve
- Inclusiveness — Embracing the perspectives and participation of our community in all we do







Spanning the last 45 years, the Community Foundation of Sarasota County (“CFSC,” “the Community Foundation,” or “the Foundation”) has created a powerful network of community relationships founded on our understanding of the diverse and complex needs within our community, as well as the generosity, interests, and compassion of our donors.

By uniting community stakeholders in meaningful dialogue to tackle challenges and improve quality of life, the Foundation and its partners have created enduring opportunities and measurable results through charitable investments.

Our two-generation (2Gen) approach for families addresses the needs of both adult caregivers and children by engaging their voices to help create the philosophy's structure and programs. The families' valuable input and insight inspires ownership in successful outcomes toward economic stability achieved by breaking cycles of poverty through education, reliable economic supports, social capital, and health and wellbeing. Through our 2Gen approach, these initiatives help both children and their parents to achieve educational success and meaningful, long term economic security.

## ABOUT COMMUNITY FOUNDATION OF SARASOTA COUNTY

Three areas of impact — **Community Care, Empowerment and Success, and Belonging and Culture** — demonstrate our work to unite people and organizations to create opportunities for families across generations to improve their lives through cultural, educational, economic, and social support.

With assets of more than \$544 million in more than 1,580 charitable funds, we have the expertise and opportunity to award millions of dollars in grants and scholarships to local students and nonprofits each year. Since our founding, more than \$500 million has been invested back into the communities we serve throughout the region in the areas of education, health and human services, the arts, animal welfare, and the environment.

Our support for local nonprofits extends beyond grantmaking to include building upon their strengths and capacity to ensure our donors' charitable dollars create meaningful impact through our nonprofit resources, workshops and trainings, and support of organizational capacity building. Additionally, we connect with local professional advisors to provide highly personal and impact-orientated support, information, and expertise on charitable planned giving and estate planning.

It is this mosaic of donors, nonprofits, professional advisors, and community members that drives and empowers our mission to create lasting impact through charitable giving in our shared community.

As a trusted partner in charitable giving, we are guided by:

- **Stewardship** — We oversee funds in perpetuity, ensuring they are managed as intended.
- **Collaboration and Connections** — We actively identify ways we can enhance the impact of individual, family, and group philanthropy through grant opportunities.
- **Community Solutions** — We connect donors with like-minded people, nonprofit organizations, government entities, and education institutions to find and develop effective solutions, all while staying alert to emerging issues and opportunities.
- **Research and Knowledge** — For donors who would like to support a nonprofit organization or cause, we can provide in-depth information about organizations through the online tool, The Giving Partner, along with the Community Dashboard to understand the changing dynamics in health, economics, education and housing of our growing community.

## ABOUT COMMUNITY FOUNDATION OF SARASOTA COUNTY

Since our founding by the Southwest Florida Estate Planning Council in 1979, the Community Foundation of Sarasota County has been making the important connection between individuals' personal memories, passions and dreams, and the fulfillment of their charitable goals.

By actively listening to the desires of our donors, we help create permanent charitable funds that ensure people of vision have an enduring impact on our community and the causes they hold dear. Read more about our strategic framework [on our website](#). This framework was developed to run through June 30, 2025, but has been extended an additional year as part of this transition process.



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## THE OPPORTUNITY

Over the last several decades, the Community Foundation of Sarasota County has grown substantially through meaningful and trusted relationships with donors. Our community is one of the fastest growing communities in the country, which positions CFSC for tremendous growth opportunities. Together with donors and nonprofits, the Foundation has worked to implement initiatives and maximize the investments of the Foundation to affect positive change in Sarasota, Manatee, DeSoto, and Charlotte counties. As a result of this effort, the Foundation is now poised to expand its community engagement and grantmaking efforts in a manner that will drive resources and action in key areas of need throughout the community. This will allow the Foundation to collaborate with nonprofits, civic leaders, and business leaders that seek to address the root causes of community problems with the objective of leading positive change in societal conditions as well as individual lives.

Given this anticipated period of extraordinary growth at the Foundation with assets forecast to double to over \$1 billion over the next decade, the next leader of the Foundation will have the opportunity to fully assess, analyze, facilitate, develop, and execute an ambitious and innovative plan to drive these efforts. In partnership with the Board and highly professional staff, the President & CEO will streamline new processes, technologies and systems to make this growth achievable. The assessment of the current infrastructure will also include the current organizational structure and resources required to operate at the next level along with updating the strategic framework to propel the Foundation's vision.

The President & CEO serves as an ex-officio member of the Board of Directors, leading a full-time staff of 33 and a dedicated and committed 17-member Board of Directors, and operating with an annual budget of more than \$6 million. The next leader will provide critical leadership in planning, organizing, and directing the operations of the Foundation. With a talented Board and staff team in place, the President & CEO is recognized as the external leader of the organization. A key priority for the incoming leader is to sustain and further develop relations with high-net-worth individuals, wealth advisors, top elected and corporate leadership, nonprofits leaders, fellow funders, and other key institutional partners to meet the goals of the Foundation and, by extension, the broader community. The President & CEO works with the Board to develop and sustain a strategic vision for the organization.



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The Community Foundation of Sarasota County seeks a leader who will drive growth through gathering input for, visioning, and communicating an innovative strategic plan, and through a commitment to equipping the team with what they need to execute against it. The successful candidate champions authentic collaboration and has experience building durable relationships with external constituencies by building trusting relationships through warm, human connections and a learner mindset. This leader is a data-informed, strategic visionary who successfully disrupts the status quo, and influences, energizes, and advocates in support of change efforts that are consistent with agreed upon strategic plans. Throughout, this leader keeps all stakeholders informed of progress of initiatives through decisive, clear, and direct communications.

The ideal candidate will have a background that includes high-level decision-making and experience implementing promising organizational practices. This individual is results and growth oriented and has demonstrated success in operating a financially sustainable organization and has a clear track record of refining structures and systems to support an organization's operating results.

This next leader will balance the external facing needs while working internally to develop and refine business practices as well as develop a team that is empowered, held accountable for achieving the Foundation's objectives, and inspired to be engaged in solutions. An inclusive workplace that fosters a team environment that encourages and stimulates new ideas, challenges the status quo, and identifies strategic initiatives is essential.

## QUALIFICATIONS

This is a high-energy position for a dynamic, visionary, influential leader and experienced executive who is excited to live, invest, and participate in the community and to improve the quality of life and outcomes for the Sarasota region.

The most qualified candidate will encompass the following experience:

- Bachelor's degree required; MBA, MS, or MA (with emphasis in business or organizational management) desired.
- At least 15 years of general management experience, including profit and loss responsibility.
- Successful foundation management experience preferred, but not required. Executives from for-profit organizations who have a proven track record of exceptional achievement will be considered. Knowledge of grantmaking, fund development, estate planning, and charitable organization management will be extremely helpful.
- Experience working with Boards is essential; familiarity with Roberts Rules of Order preferred.
- Demonstrated leadership and relationship-building skills to work successfully with diverse constituents. Able to effectively manage people and projects and prioritize the organization's resources to develop the most positive results.
- Strong written and verbal communication skills and presentation skills; good listening skills.
- Well-organized and detail-oriented; able to effectively anticipate tasks, set priorities, and meet deadlines.
- Experienced in strategy and able to guide a foundation's operations.
- Proficiency with Microsoft Suite (including Teams, Outlook, PowerPoint and Excel).
- Experience with a foundation-specific customer relationship management database helpful but not required.
- Well-developed technology proficiency, including ability to self-support for basic computer and network problems. Experience with social media and tools such as internet networking, blogs, etc.





### The Community Foundation of Sarasota County offers a competitive salary and benefits package.

The annual salary range for this position is between \$350,000 and \$425,000 and will be commensurate with experience. Performance bonuses are awarded annually by the Board depending on the financial health of the Foundation and performance against established goals.

We offer a comprehensive benefits package for all eligible employees to ensure they are reaching their full potential at the Community Foundation, as well as within the community. The Community Foundation offers a generous contribution to the cost of each plan.

Benefits include: Health insurance, dental insurance, vision insurance, life insurance, short term disability insurance, long term disability insurance, health savings accounts, flexible spending accounts, 401(k) retirement plan (with matching and discretionary employer contributions), personal-time-off (PTO) plan, 13 paid holidays, paid jury duty and witness leave, paid bereavement leave, personal and family leaves of absence, sabbatical leave, hybrid work schedule, paid time off to volunteer, tuition reimbursement, and personal development opportunities.

### EEO Statement

We do not discriminate or in any way seek to deprive any employees of employment opportunities or otherwise adversely affect the status of any employee because of the employee's race; sex or gender (which also includes gender identity or identifying as gay, lesbian, homosexual, or transgender); religion (also meaning the request or receipt of an accommodation for a religious practice); national origin; disability (which also means a perceived disability or any need for accommodation of a disability); age; marital status; pregnancy or accommodations for pregnancy; veteran status; genetic information or make-up; or any other protected characteristic or status, as enumerated by applicable local ordinance, state law, or federal law. In addition, CFSC complies with all applicable laws and regulations governing nondiscrimination, non-harassment, and non-retaliation in employment. This applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation, and training.

## How to apply

For best consideration, please submit a current resume and letter of introduction, by 01/27/2024, to Kittleman & Associates, LLC.

→ **SUBMIT YOUR APPLICATION TO KITTLEMAN ONLINE**  
**(CLICK THE APPLY BUTTON AT THE BOTTOM OF THE PAGE)**

To learn more about the Community Foundation of Sarasota County, please visit the following link: <https://www.cfsarasota.org/>.