



NonprofitCenter
of Northeast Florida

Connect • Strengthen • Advocate

Chief Executive Officer • Nonprofit Center of Northeast Florida

Position Guide • August 2023

KITTLEMAN
The First Source for Nonprofit Leaders, Since 1963

ABOUT NONPROFIT CENTER OF NORTHEAST FLORIDA

Position
Reports To
Location

Chief Executive Officer
Board Chair
Jacksonville, FL



NonprofitCenter
of Northeast Florida

Connect • Strengthen • Advocate

MISSION

The Nonprofit Center connects, strengthens, and advocates for a strong nonprofit community.

VISION

A vibrant, inclusive Northeast Florida that is strengthened by - and supportive of - a healthy, high-impact nonprofit sector.

VALUES

Excellence: We strive for excellence in service, in the products we create or promote, and in honoring our community relationships.

Leadership: We strive to exhibit leadership in our role as the voice of the sector.

Unafraid: We are unafraid when we make choices - about services, programs, and policies - so the nonprofit community can experience and learn from new, challenging, and cutting-edge practices.

Reflective: We take time to reflect and evaluate so we celebrate when appropriate and change when needed.

Welcoming: As a membership organization and community resource, we embrace all people and listen to diverse perspectives.

The Nonprofit Center is a vital support system for local nonprofits. The Nonprofit Center serves all 501(c)3 organizations located in Northeast Florida, especially its 350+ nonprofit members.

A true community initiative, the Nonprofit Center traces its roots back to a 1998 Jacksonville Community Council, Inc. (JCCI) study of the community's nonprofit sector, which called for the creation of "an organization to support and advocate for a strengthened nonprofit sector in Northeast Florida." In 2002, the Nonprofit Center of Northeast Florida opened its doors with crucial commitments from local philanthropists and the support of the nonprofit community.

The Nonprofit Center is a respected and powerful resource and advocate for the local nonprofit sector, acting as a voice for nonprofit organizations, a convener of nonprofit coalitions, initiatives, and other emerging and

influential sector groups, the host of workshops on nonprofit management and organizational and leadership development, a source for expert information on topics including governance, legal, fundraising, strategic, human resources, and accounting issues, and an aggregator of resources for the nonprofit community.

The Nonprofit Center strengthens organizations, builds capacity for mission delivery, and signals a commitment to building a thriving sector, collaboration, and the Northeast Florida region. The Nonprofit Center provides services, programs, and information resources for members while advocating for the Northeast Florida nonprofit sector locally and at the state level. The Nonprofit Center provides local government, civic and business leaders, and the media insights and information to promote smart decision-making and public support for local nonprofits.



THE OPPORTUNITY

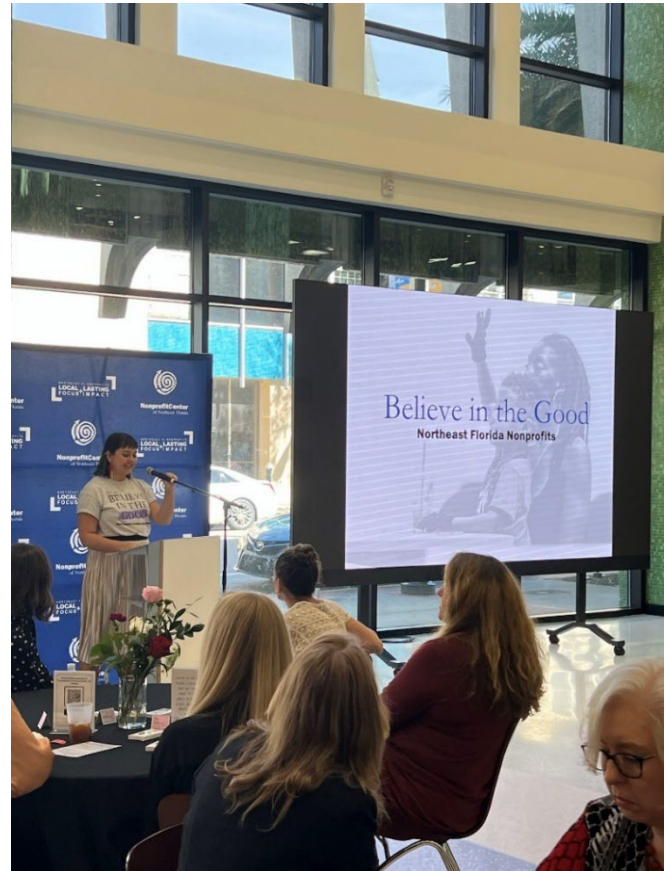
There has perhaps never been a more exciting and challenging time for Northeast Florida's nonprofit sector. The greater Jacksonville area is comprised of numerous fast growing and diverse communities, which has an impact on the cultures, missions, service delivery, and financial viability of every nonprofit organization. The Nonprofit Center's CEO will have the opportunity to collaborate with the nonprofit community, philanthropy, government and other stakeholders, Board, and staff to chart a path forward and consider how the rapidly evolving external environment will shape the Nonprofit Center's work.

The question for the Nonprofit Center is how to understand members' perspectives, honor individual experiences, support members in solving today's challenges, and prepare for and respond to an ever-evolving future. The Nonprofit Center recognizes the pivotal role the nonprofit sector plays in the health and success of this community; nonprofits are our primary customer. Their perspectives and honoring their individual experiences inform how support members in solving today's challenges, and we prepare for and respond to an ever-evolving future. Helping the local sector prepare to meet:

- Evolving expectations for services and impact;
- Shifts in philanthropic and governmental funding priorities;
- Navigating the post-pandemic "new normal."

The new leader of the Nonprofit Center will engage nonprofit organizations (members and nonmembers), funders, and partners by asking:

- How can we bring more value to your organization or your career?
- What does success look like for your organization?
- What are you missing today that would make your organization or your leadership better tomorrow?



CANDIDATE PROFILE

This is an incredible time for a dynamic leader to make a difference in the nonprofit sector throughout Northeast Florida. This leader will be:

- **Member Focused:** Champions effective and impactful membership programs that are market responsive and meets the evolving needs of the boards, staff, and volunteers of Northeast Florida's nonprofit organizations, while making available and connecting members to information and resources that may not be readily known. Is passionate about exceptional relationship building and presents a compelling value proposition for every member.
- **Future Focused:** Responsible for the development and implementation of the Nonprofit Center's strategic and annual operating plans, as well as the implementation of a short-term, 18-month bridge plan to serve as an extension of the current Strategic Plan. Ensures quality, coordination, and alignment of all programs, services, activities, and initiatives. Assesses the organization's business model with recognition that members are the heart of everything the Nonprofit Center does. Establishes metrics for performance and is responsible for the Nonprofit Center's annual operating results and financial performance. Assesses organizational capacity to implement strategies, identifies gaps in systems and staffing, and develops plans for correction, contingency, and succession. While the organization highly values collaboration, the CEO is ultimately responsible for organizational results.
- **Relationship Focused:** Serves as a go-to resource and strategist for Northeast Florida's nonprofit sector focusing on advocacy that accelerates nonprofit capacity to serve their communities. Builds effective and durable relationships that translate into long-term successful coalitions, collaborations, impactful partnerships, and fundraising results. These diverse partners and stakeholders include the Nonprofit Center members, nonprofit organizations, community members, policymakers, businesses, and other associations to collaboratively achieve desired policy outcomes.
- **Broad-based Perspective:** Recognizes the Nonprofit Center's role in elevating and supporting a large, diverse, and evolving ecosystem of nonprofit organizations inclusive of vastly different missions, varied organizational histories, and diverse audiences served.
- **A Visionary & Coaching Leader:** Works to strengthen and grow the talent of the Nonprofit Center through ongoing staff development and goal setting. Builds the strength of the organization and creates succession opportunities for staff.
- **Spokesperson:** Elevates the Nonprofit Center's presence and image regionally. Acts as the primary spokesperson serving as the organization's public face to the media, partners, and a broad range of constituents – lifting up other voices as appropriate. Addresses the strengths and needs of the nonprofit sector. Employs an inclusive, collaborative style of communication and is an authentic, active listener. Will be actively involved as a community leader building the Nonprofit Center's reputation and visibility.

- **Fundraising Leader:** Effectively communicates and demonstrates the Nonprofit Center's work and impact to inspire investment. Is excited about raising money and increasing the Nonprofit Center's fundraising results. Has experience building durable and meaningful relationships with philanthropy, donors, and prospective investors, funders, and prospects. Is responsive to partners and donors and has had demonstrable success in raising funds from foundations, corporations, and individuals. Understands the dynamics of an effective fundraising ecosystem. Develops and manages fundraising systems and donor stewardship to significantly increase fundraising and achieve financial goals. Works collaboratively with Board members, staff, and other partners to execute and deliver results.
- **Steward:** Maintains accountability for the organization's overall operational, ethical, and fiduciary integrity, within the guidelines and policies set by the Board and applicable laws and/or regulations.



The Nonprofit Center is an equal opportunity employer, and a diverse slate of applicants is sought. The ideal leader will combine a passion for enabling a thriving nonprofit sector with significant nonprofit sector knowledge, organizational development experience, and business acumen.

Among the assets and attributes sought are the following:

- A leader with a demonstrated commitment to and understanding of the nonprofit sector and nonprofit organizations.
- A highly motivated, self-starter with demonstrated success at building and sustaining programs or enterprises.
- A poised, diplomatic, and well-spoken individual who is adept at gaining the confidence of a diverse set of stakeholders –board members, nonprofit executives, community leaders, funders, etc.
- A creative, insightful, intuitive executive who enjoys crafting innovative solutions to challenges.
- Proven experience in achieving significant goals with finite resources.
- A hunger to learn and to share such learning with others.
- Genuine enjoyment of relationship-building.
- A collaborative team player with a flexible approach to decision-making.
- Demonstrated experience in galvanizing effective participation from stakeholders.
- Outstanding interpersonal and communication skills, written and oral.
- A reputation and record of excellence, initiative, resolve, and hard work in everything undertaken.
- Experience in and with the nonprofit sector.
- Minimum bachelor's degree required.

Nonprofit Center of Northeast Florida offers a competitive salary and benefits package.

The salary range for this position annually is between \$115,000 and \$143,750 and will be commensurate with experience. The comprehensive benefits package includes medical insurance and a SIMPLE IRA plan that the Nonprofit Center will match employee contributions up to 3% of gross salary. The Nonprofit Center observes nine paid holidays each year in addition to generous Paid Time Off starting at 19 days and growing each service year. The position also offers a bonus of up to 10% of the base salary annually.

How to apply

To apply, please submit a current resume and letter of introduction, as soon as possible, to Kittleman & Associates, LLC.

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

For more information about the Nonprofit Center of Northeast Florida, visit <https://nonprofitctr.org/>.

Equal Opportunity Employer

The Nonprofit Center is committed to affording equal employment opportunities to qualified individuals regardless of race, color, class background, religion, sex, disabilities that do not interfere with job performance, marital status, actual or perceived sexual orientation, gender identity or expression, age, ethnic or national origin, and HIV/AIDS or carrier status.