

# KITTLEMAN

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## POSITION GUIDE

**ORGANIZATION:** Quad Cities Community Foundation  
**POSITION:** President & Chief Executive Officer  
**REPORT TO:** Board of Directors  
**LOCATION:** Bettendorf, IA

## OUR MISSION

*To transform the region through the generosity of our donors.*

## ABOUT QUAD CITIES COMMUNITY FOUNDATION

Founded nearly 60 years ago, the Quad Cities Community Foundation (QCCF) is the most trusted resource for community generosity in the Quad Cities. Through donor generosity, nonprofit grantmaking, and active community participation, the organization shapes the way community members care for one another throughout eastern Iowa and western Illinois. Through an intentional rebranding effort launched in 2018, the Quad Cities Community Foundation pursues its mission to transform the region.

QCCF is governed by a volunteer Board of Directors of community leaders and is administered by a full-time professional staff listening, leading, and acting to amplify goodness in the community. Donors from around the region work with Community Foundation staff to make gifts to the communities and causes most important to them, including through restricted gifts, field of interest gifts, and unrestricted gifts to support the most pressing needs and promising opportunities in their community. Through its growing Philanthropic Services and Stewardship programs, the QCCF team helps individuals, families and corporations to think deeply about and identify their philanthropic values and mission and learn about new avenues and methods for impactful giving. Staff support of nonprofits in their fundraising and endowment-building programs along with specific programming for the region's funders and nonprofit CEOs and development professionals serves to strengthen the nonprofit sector's resilience and capacity.



## The Foundation at a Glance\*

Total assets	\$171 million
Total of assets permanently endowed	\$141.4 million
Total funds	937
Total grant dollars awarded	\$96.2 million (and growing)
Total scholarship dollars awarded annually	Nearly \$600,000
Primary service area	Rock Island County, IL & Scott County, IA

*\*all numbers as of December 31, 2020*

QCCF embraces collaboration with nonprofits and community leaders, partnering with them to identify current and emerging issues, develop solutions, channel donor gifts to those opportunities, and prepare for the future of the Quad Cities region.

As grantmakers, QCCF's grant programs award dollars to nonprofit organizations addressing the most pressing needs and promising opportunities in the Quad Cities region. They also connect people and champion opportunities that no one person or organization can pursue on their own. QCCF's scholarship program provides support to students of all ages pursuing post-secondary education at community colleges, trade schools, or four-year institutions.



Over the past three years, QCCF has played a leadership role in disaster preparedness and recovery. The Quad Cities Disaster Recovery Fund, established in 2016 by QCCF to provide support to organizations in Scott and Rock Island Counties, ensures the region has the resources to target the community's long-term recovery efforts after a disaster. The fund provides assistance in the weeks and months after a disaster, when attention turns from emergency response to community recovery. Since the fund's inception, it has raised and granted more than \$2 million to support long-term recovery efforts during the historic Mississippi River flood in 2019, and during the COVID-19 pandemic. Staff also engage in leadership roles in and capacity building initiatives for Disaster Ready Quad Cities, our community's disaster preparedness collaborative (also known as a COAD, community organizations active in disaster).



QCCF also plays an important role in inspiring a new, younger generation of philanthropists. Teens for Tomorrow (T4T) is a youth philanthropy group for high school students in the region. These young leaders become philanthropists by learning about community needs, developing a grant opportunity, evaluating applications, making site visits, and awarding grants. Each year, T4T awards a total of \$10,000 to nonprofits meeting a variety of needs in the Quad Cities.

The Quad Cities Community Foundation also has six Geographic Affiliate Funds, including the Community Foundation of Cedar County, Community Foundation of Van Buren County, Fulton Association for Community Enrichment, Geneseo is for Tomorrow, Morrison Area Community Foundation, and Mount Carroll Community Foundation.

QCCF is governed by a dedicated and committed 14-member Board of Directors, a staff of 14, and has an operating budget of approximately \$1.9 million, and charitable assets of approximately \$171M in a diversified portfolio of investments. The Foundation primarily serves Scott County in

Iowa and Rock Island County in Illinois. Among the core communities in our service area are Rock Island, Moline, East Moline, Davenport, and Bettendorf, all on the banks of the Mississippi River.

In 2021, the Board of Directors approved a new three-year strategic plan for the organization, which established a vision that the QCCF will be viewed as the regional trusted champion of generosity, growing the base of philanthropists in the Quad Cities, and being deeply effective in assisting donors in achieving their goals. By 2023, QCCF will be a more equitable and inclusive organization, and be actively using its assets to encourage a more equitable and inclusive community. The organization will focus resources effectively supporting our community's goals and the philanthropic goals of our donors. Strategic priorities included:

1. Connecting the generosity of the region to the mission of the Community Foundation.
2. Demonstrating an ongoing foundational commitment to diversity, equity, and inclusion in the region.
3. Engaging people more deeply to invest generosity at the intersections of what they care about and what their needs are.
4. Clearly define growth areas and build the plan and resources necessary to execute them.

### **Community Collaboration**

QCCF has also been a key participant in community initiatives, including the Q2030 Regional Vision that is working to enhance the 21st century workforce in the I-74 corridor, finding ways to be a more a welcoming and inclusive community, and strengthening its reputation as a manufacturing hub. QCCF staff have taken leadership roles on committees and the Community Foundation has provided major backbone support for these efforts.

In 2021, the Community Foundation worked alongside community leaders and the Quad Cities Chamber of Commerce, Visit Quad Cities, and United Way of the Quad Cities to establish a nonprofit organization that will move the Q2030 Regional Vision forward.

In recent years, QCCF staff have played critical roles in working alongside leaders in the for-profit, nonprofit, and public sector to address issues impacting the region—like early childhood education and affordable housing.

### **A Commitment to Diversity, Equity and Inclusion**

Like many other cities, the Quad Cities experiences many challenges, which are made worse by inequity. Many people in the region face long-time, systemic barriers based in part on their race, ethnicity, gender, national origin, disability, age, sexual orientation, or other aspects of their identities. These complex forces create unequal conditions and therefore unequal opportunities.

As the Quad Cities seeks to grow its population, economy and the vibrancy of the community, Quad Cities Community Foundation is committed to ensuring that all of their work is intentionally diverse, inclusive, and considers the impact of its actions on equity. QCCF understands that it cannot fulfill its mission unless all people in the Quad Cities area have the opportunity and support to make their lives and the community the best they can be.

QCCF believes it owes the community transparency and accountability in its efforts to conduct its work an inclusive and equitable ways. In the past year alone, it has:

1. Set strategic priorities for diversity, equity, and inclusion and is now carrying those priorities forward.
2. Participated in board and staff trainings on advancing racial equity throughout its work.
3. Built relationships that connect the Community Foundation to groups and people whose involvement is critical to achieving organizational goals.
4. Made recruitment and retention of board and committee members who are representatives of the diversity of the region a priority.
5. Invested Community Foundation assets in investment vehicles that make direct equity investments into the region.
6. Added evaluation criteria to all discretionary grant programs on advancing racial and other forms of equity.



### **THE OPPORTUNITY**

Since its inception, the Quad Cities Community Foundation has engaged donors, nonprofits, civic leaders, politicians and business leaders to implement long-term initiatives and maximize the investments of the Community Foundation to affect positive change in the region. As a result of this effort, QCCF is poised to expand its philanthropic programs, community engagement and grantmaking efforts in a manner that will drive resources and action in key areas of need throughout the community.

This focus will allow the Community Foundation to encourage collaborations and investments that seek to address the root causes of community problems and lead to changes in societal conditions as well as individual lives. This transformative work is already underway, and the Board wishes to accelerate QCCF's efforts to push forward new initiatives and activities that will bring greater impact across the region. Grounded in the Community Foundation's ongoing work in diversity, equity, and inclusion, the next leader will drive efforts to expand the scope and reach of the efforts across all areas of donor engagement, community convening, grantmaking, and leadership.

The next leader of the Community Foundation will have the unique opportunity to fully facilitate, develop, and execute an ambitious and innovative plan to drive these efforts. In partnership with the Board and Staff, the President & CEO will work with community, civic, and business leaders to

further this vision, identify new opportunities for investment, and implement significant initiatives in key areas that will achieve the goals of creating a healthier and stronger Quad Cities region.

### **POSITION SUMMARY**

The President & CEO of the Quad Cities Community Foundation leads the Community Foundation to its next level of impact with vision, strategy, innovation and influence. The President & CEO is responsible for management and oversight of the Community Foundation's operations including gift development, donor services, financial stewardship, communications and marketing, community grantmaking and leadership initiatives, and the Geographic Affiliate Fund program. The President sets and drives the strategy to achieve the organizational mission, as set by the Board of Directors. The President shapes the Community Foundation's role as civic leader, grantmaker, philanthropic partner, and charitable giving resource. The President is the chief spokesperson for the Community Foundation.

### **CANDIDATE PROFILE**

We seek a proven and visionary executive-level leader who demonstrates a strong ability to work collaboratively at all levels in the community, but especially including philanthropic, government, nonprofit, and private sector leadership. The ability to inspire confidence and trust, along with exceptional communications skills, are a must. Knowledge of the community foundation sector and business model is expected.

A demonstrated capacity to lead the organization and community by articulating a clear, collective vision and to act decisively on behalf of the organization in pursuit of its mission and goals, is required. Successful experience exploring, developing, and implementing strategies for community impact is needed. Experience engaging and supporting an active Board in its role as fundraising, fiduciary, steward, and strategic institutional asset is important.

The successful candidate will likely be naturally creative, entrepreneurial, and eager to find innovative ways to pursue, cultivate and build strong and authentic donor and stakeholder relationships. This person must be able to engender trust and empathy and relate to community members and donors in a highly professional, honest, and caring manner. Their career has been noted by their ability to chart a path forward with exceptional interpersonal skills and a servant leadership style. Extensive experience in community leadership, philanthropy, fundraising, and experience in the community foundation sector is strongly preferred.

The candidate will have a professional and personal commitment to the values of diversity, equity, and inclusion and must be able to lead the organization with a core commitment to these values, including leading organizational change processes to embed equity into the work of the Foundation. The qualified candidate must demonstrate success in reaching out to the community, participating with people of diverse socioeconomic backgrounds, and building rapport with those who have varying viewpoints and perceptions. High integrity, commitment, fortitude, and sensitivity are essential to success in this role.

The ability to communicate exceptionally well in oral and written form is necessary for success in this position. This leader is an active listener and a creative problem solver who is politically savvy, patient, collaborative, and builds consensus to reconcile points of view. As the key spokesperson

for the Foundation, this person must be able to speak extemporaneously and appropriately on any number of subjects in a clear and transparent fashion in order to build trust and support.

Leading, growing, and empowering the staff and a dedicated, committed Board are needed skills. While a familiarity of the region is not a requirement, the ideal candidate must have the ability and desire to know, fully engage, and invest in the vibrant diversity that is the Quad Cities community.

The ideal candidate will show a high level of participation in the life of the community in which they work by virtue of civic involvement, public service, volunteerism, and club or social activities. A Bachelor's degree is required. Advanced degree and continuing education/certification preferred.

*Quad Cities Community Foundation is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act and/or applicable state regulations, Quad Cities Community Foundation will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with Quad Cities Community Foundation.*

**To apply, please submit a current resume and letter of introduction to Kittleman & Associates, LLC at <https://bit.ly/3oog9AJ> (click on the Apply button at the bottom of the page).**

*For more information about Quad Cities Community Foundation, please visit:*  
<https://www.qccommunityfoundation.org/>