

Position Title: CEO**Reports to: Board of Directors****Gwinnett County Police Foundation
Duluth, Georgia**

The **Gwinnett County Police Foundation (GCPF)**, a nonprofit organization seeking a dynamic and experienced Chief Executive Officer to lead and advance its mission of supporting a safe, connected community by providing supplemental assistance to Gwinnett County law enforcement personnel and their families.

The ideal candidate is a proactive, results-driven leader with a proven track record in fundraising, nonprofit development, and community engagement. This individual must be highly self-motivated, capable of working independently, and skilled in cultivating strategic partnerships with key community stakeholders and organizations.

The CEO is responsible for all areas of the organization, including daily operations, fundraising, grant programs, and board relations. This position offers an exciting opportunity for a visionary leader to make a lasting impact on the Gwinnett County community by strengthening partnerships, increasing financial support, and driving the Foundation's long-term success.

Reporting to and working closely with the Board of Directors, the CEO is responsible for developing and executing the organization's strategic plan and ensuring financial stability. They serve as a non-voting member of both the Board of Directors and the Executive Committee, playing a crucial role in guiding the Foundation's direction and mission-driven initiatives.

Work Experience: Ten years' experience, or combination thereof, in organizational leadership, not for profit fundraising, administration and supervision with instructional leadership.

Education: Bachelor's degree in related field required.

Technical Skills: Proficient with Excel, Word, PowerPoint, Adobe Acrobat, and Zoom. Proficiency with social media platforms or willingness to learn and manage social media pages. The candidate should have experience with Customer Relationship Management and Donor Database software.

Salary Range: \$100,000 annual minimum

Benefits: No health benefits included

Essential Job Duties

Fundraising:

- Oversee all fund development activities including, but not limited to: grant-writing, cultivating new donor relationships and stewardship of existing donors.
- Plan and execute fund-raising events with the purpose of gathering the community together to learn about and support GCPD Police Officers.
- Develop and implement a Major Gifts strategy. Identify individuals/businesses to approach, work with Board to create an outreach and execution strategy.
- Build long term relationships with key donor segments.
- Ensure fundraising activities and budget goals are in line with business plan.
- Identify other potential means of fundraising for the organization

Management Responsibilities:

- Enhance communications and relationships between board, volunteers, donors and community partners.
- Oversee all aspects of day-to-day business operations and administrative functions.
- Ensure all aspects of the operation (programs, fundraising, financial accounting, etc) are executed with integrity and transparency and comply with all fiscal and regulatory requirements.

Programs and Services:

- Partner with Gwinnett County Police Department to promote the grant application process and solicit grant applications from officers across the department.
- Work with GCPD leadership to identify areas of need that align with the Foundation's ability to fundraise and support those needs.
- Ensure development, revision and implementation of policies and guidelines for the organization's grant program.

Budget and Finance Responsibilities:

- Work with Board Treasurer to ensure the development, implementation, and compliance with sound financial practices.
- Work with contracted bookkeeper to complete and distribute monthly financial reports.
- Work with the Board to prepare annual budget.
- Ensure the organization works within budget guidelines.

Community Engagement

- Actively promote and represent the organization throughout the community to raise awareness and support; This should include communications with County Government, GCPD staff and as well as key community organizations not limited to the city leaders representing Gwinnett County, the Gwinnett Chamber of Commerce, Rotary, and Leadership clubs.
- Implement effective marketing and community outreach programs.
- Manage the Foundation's social media presence in particular Facebook and Instagram.
- Develop and expand relational connections and financial support.
- Implement and oversee appropriate and effective donor recognition programs.
- Create website content and coordinate website maintenance and updates with a contracted website developer.
- Create and maintain good officer relationships, supporting various GCPD events

Board Responsibilities:

- Develop, maintain, and support a strong Board of Directors; seek and build board involvement with the mission.
- Work with the Chair of the Board to prepare meeting agendas for the Executive Committee and the Board.
- Provide regular reporting to the Board regarding Key Performance Indicators and Board of Directors. Work with Board committees to identify issues to bring before the Executive Committee.
- Ensure that the Board is kept fully informed on the condition of the organization and all factors influencing it.
- Lead development and implementation of the organization's strategic business plan.

Other Physical and/or Special Requirements:

- Sitting for long periods of time.
- Working on computer for long periods of time.
- Some travel required for GCPD meetings, conferences, events and errands.
- Must be able to lift up to 40 pounds when moving boxes and supplies for special events.
- Willingness to experience life with an officer, in ride-along and other impactful events.

To Apply: Please email a resume, salary requirement and cover letter indicating why you would be a good candidate for this position to randy@wellspringresource.com
(Please note: this is not a Gwinnett County position.)

