



**Conejo/Las Virgenes
Future Foundation**

**EXECUTIVE DIRECTOR
Part-time (20 hours/week)**

The Conejo/Las Virgenes Future Foundation (CLVFF) seeks an Executive Director with experience and leadership in program management, funds development, and administration. Candidates must be outgoing and be willing to interact with the Conejo/Las Virgenes community at-large to help promote the Foundation and its associated activities and mission.

The Conejo/Las Virgenes Future Foundation serves as a catalyst and facilitator for studies, projects and events to bring people of diverse interests together to focus on quality of life and to plan for the future.

Overall responsibilities:

- Staff to the Board of Trustees and Executive Committee
- Provide leadership and work with trustees in developing and implementing projects, as well as funds development
- Oversee public and press relations, including news releases and the coordination of the newsletter and Foundation website.
- Office administration to include maintenance of records, financial reporting, and official Foundation correspondence.
- Manage relationships with Board of Trustees, key leaders, agencies, and community members.

Qualifications:

- Excellent verbal and written communication skills
- Excellent leadership skills in working with non-profit boards and/or volunteer organizations
- Funds development experience desired

Compensation: Salary range \$1,800 - \$2,000/month

Please submit a cover letter of interest, resume, salary history, and three professional references to:

**Conejo /Las Virgenes Future Foundation
Attn. Executive Director Recruitment Committee
P.O. Box 3814
Thousand Oaks, CA 91359-3814**

Deadline to apply is July 15, 2008

For questions regarding this position, please call (818) 880-1054.