



## Byrne Family Foundation Trust

### Executive Director

Dallas, Texas | Full-Time | Anticipated Start: Q4 2026

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### About the Byrne Family Foundation Trust

Founded in 2009, the Byrne Family Foundation Trust (BFFT) champions education in Dallas, Texas, and Park City, Utah. We are committed to improving opportunities for children and educators through support at school, in the community, and at home. A portion of our giving is also dedicated to the care and support of domestic animals in need. The Foundation's Board of Trustees comprises two generations of family members with deep roots in both the Dallas and Park City communities.

Learn more at [byrnefamilyfoundationtrust.org](http://byrnefamilyfoundationtrust.org).

### The Opportunity

BFFT is hiring its **inaugural Executive Director** to lead the organization into its next chapter. This full-time, in-person role is based in **Dallas** and represents a unique opportunity to function as both a strategic leader and a hands-on program officer. Reporting directly to the Board of Trustees, the Executive Director will be responsible for the overall management of the Foundation, including overseeing grantmaking and partnerships, managing day-to-day operations, and serving as a key ambassador to the broader philanthropic community. The Executive Director will support the Foundation's mission by developing clear giving strategies, operational plans, and the mechanisms to monitor results.

### Responsibilities

The Executive Director will lead all aspects of the Foundation's programs, administration, and financial operations in support of its mission and to maximize community impact. Specific responsibilities include:

### Executive Leadership and Strategic Vision

- Collaborate closely with the Board to build and execute long-term strategies and future-planning initiatives that honor the mission and ensure measurable progress.
- Lead the development of comprehensive program, organizational, and financial plans to support the Foundation's growth and stability.
- Research, assess, and recommend innovative program ideas and strategies that align with the Board's mission and specific focus areas.
- Initiate and develop relationships with key individuals and organizations to stay informed on trends and help shape effective program and governance policies.
- Conduct annual reviews of the grantmaking process to ensure it maintains the level of rigor, efficiency, and alignment requested by the Board.

## **Board Relations**

- Serve as a trusted thought partner to the Board, collaborating on long-term strategy, governance, growth plans, and key organizational issues.
- Provide the Board with the necessary data, educational opportunities, and values-driven guidance to facilitate informed decision-making.
- Report on the financial health and efficacy of grantees while identifying philanthropic gaps and opportunities within the Foundation's service regions.
- Develop strong working relationships with all Board members, ensuring consistent, transparent communication between formal meetings.
- Promptly and accurately execute Board decisions and maintain oversight of all Board-directed initiatives.

## **Operational and Financial Management**

- Direct overall Foundation operations, including fiscal, legal, and administrative coordination, while supervising the hiring and training of staff, consultants, and vendors.
- Oversee the full grantmaking lifecycle and software (Submittable) to ensure timely communication with prospective grantees and rigorous compliance reviews of all approved grants.
- Coordinate all logistics, agendas, and reporting materials for semi-annual Board meetings, including site coordination, pre-meeting preparation, and post-meeting follow-through.
- Lead program management and evaluation efforts to ensure all Foundation initiatives and board-approved grants align with organizational goals.

## **Administration and Compliance**

- Maintain strong, collaborative relationships with family advisors and consultants to align Foundation activities with long-term goals.
- Ensure the Foundation strictly adheres to legal and fiscal best practices across all operations.
- Manage all grant administration while ensuring correspondence is handled in a timely manner.
- Oversee the accurate maintenance of all necessary records, files, and forms to ensure organizational transparency and readiness.

## **Community Engagement**

- Represent the Foundation by building strategic partnerships with peers, grantees, and stakeholders through site visits, public speaking, and service on external boards or committees.
- Collaborate with nonprofit, business, and government leaders to drive collective impact and strengthen community-wide initiatives.
- Stay current on national and local trends, best practices, and exemplary programs by attending grantmaking conferences and conducting ongoing field research.

## **Qualifications**

The ideal candidate will have at least 10 years of senior leadership and management experience in the philanthropic or nonprofit sectors, with a track record of significant impact and growth.

## **Leadership Qualities and Personal Attributes**

- A leader of high integrity and humility with a genuine passion for community impact and a commitment to continuous professional growth.

- Proven ability to translate high-level vision into clearly defined priorities and measurable results while operating with autonomy and board alignment.
- A natural convener with the maturity and confidence to build consensus and forge strong partnerships across the family, community, and philanthropic sectors.
- Exceptional interpersonal skills and the emotional intelligence required to navigate and thrive within a close-knit family foundation environment.
- A self-starter capable of delivering high-quality results without a large infrastructure, earning the trust of the Board and grantee partners alike.

### **Professional Experience and Expertise**

- Minimum of ten years of senior leadership in philanthropy or nonprofits, ideally within a private family foundation, with deep knowledge of the Dallas-Fort Worth community.
- Experienced at serving as the face of an organization and building high-level relationships with diverse community and philanthropic stakeholders.
- Strong organizational skills with proficiency in grant management platforms (Submittable preferred) and a meticulous approach to record-keeping.
- Solid understanding of audit, legal, and IRS regulations for private foundations.
- A bachelor's degree is required; a graduate degree is preferred

### **Compensation**

The salary range for this position is \$200,000–\$225,000, commensurate with experience, and includes a benefits package.

### **How to Apply**

Candidates can submit a resume and cover letter describing their interest and qualifications to careers [at] byrnefamilyfoundationtrust [dot] org