

THE LEIGHTY FOUNDATION JOB RESPONSIBILITIES

THE MISSION: To carry on the Leighty Family legacy of service and stewardship by leveraging our time and talents, as well as our financial resources, primarily in the areas of Earth Protection, Education, and the Promotion of Philanthropy and Volunteerism.

THE ORGANIZATION: The Foundation is currently managed with five Board members, a Board Secretary/Treasurer who performs staff functions, an Executive Director (ED), and an Administrative Assistant (AA). The ED and AA are paid positions. Associate Director and Advisor positions advise the Board particularly in grantmaking decisions. Contractors include: Attorney, CPA, and Investment Managers.

BOARD DIRECTORS

Position Overview: The Board (currently made up of family members of Founder) is commissioned to carry out the duties necessary for the governance and oversight of The Leighty Foundation.

- Determine, articulate, and support the mission of the Foundation
- Elect the Board and officers; determine the Policies and By-laws of the Foundation; amend the Articles of Incorporation, as necessary
- Retain and evaluate the Executive Director
- Assure that the Foundation functions within appropriate legal and fiscal constraints
- Review investment policy and opportunities for the Foundation; annually evaluate the Investment Managers
- Attend Board meetings by conference call or in person
- Build relationships and collaborate with other funders
- Serve as ambassadors for information sharing in the field of philanthropy
- Research funding opportunities in areas of interest of the Foundation
- Initiate relationships with potential grantees
- Conduct site visits
- Participate in grantee follow up and evaluation
- Serve as advocate for the cause of potential grantees
- Engage in lifelong learning in areas of interest and expertise
- Assist each other as requested

SECRETARY/TREASURER

Position Overview: The position includes many staff duties e.g. relations with contractors including investment managers and accountants, in addition to managing the Board meeting agendas and follow up.

- Prepare materials and agenda for Board meetings and record minutes of meetings
- Communicate with ED, Board members, Associate Directors and Advisors by regularly sending these documents to each person by e-mail:
 - Board meeting agendas (qtrly)
 - Approved minutes (qtrly)
 - US Bank and CNB investment reports and projections (qtrly)
 - Earth Protection and Philanthropy/Volunteerism reports (qtrly)
 - Forecast and Actuals (qtrly and / or annual)
 - Correspondence from individual Board members or the Board as necessary
 - Year end summary of pay out (grants, contributions, and expenses)
- Develop annual Forecast based on draft from Executive Director: maintain Forecast ACTUALS from Payment Requests and Transaction Requests. Review all financial reports from Community National and US Banks and justify with TLF records
- Send quarterly Forecast report to Board members
- Submit all transaction requests to the bank; ensure check distribution
- Submit Payment Requests to the bank for appropriate Directors
- Oversee preparation of Foundation annual report and tax return
- Create forms; update existing forms
- Correspond with grantees
 - fall distribution of annual report to selected grantees using website reference and/or email, attached file
 - spring phone call and e-mail message to selected grantees with reminder of evaluation due date and copy of evaluation form by email, attached file
 - ensure completion of selected evaluations, grant proposals
 - handle all correspondence with selected recipients of Foundation funds including return of Documentation of Contribution letter/form
 - handle all Alaska correspondence

ASSOCIATE DIRECTOR

Position Overview: Advise and support one (or more) directors in grantmaking decisions and follow up.

- Advise Directors on funding opportunities
- Assist in the development and review of foundation direction and policies
- Research funding opportunities in areas of interest of the Foundation
- Initiate relationships with potential grantees
- Conduct site visits
- Participate in grantee follow up and evaluation
- Serve as advocate for the cause of potential grantees
- Engage in lifelong learning in areas of interest and expertise
- Attend board meetings as appropriate

BOARD ADVISOR

Position Overview: Position is designed to orient and educate the third generation (3G) for increased Foundation involvement.

- Advise Directors on funding opportunities
- Assist in the development and review of foundation direction and policies
- Oversee the 3G discretionary funds and communicate decisions to Board for approval
- Research funding opportunities in areas of interest of the Foundation
- Initiate relationships with potential grantees
- Conduct site visits
- Participate in grantee follow up and evaluation
- Serve as advocate for the cause of potential grantees
- Engage in lifelong learning in areas of interest and expertise in support of foundation areas of emphasis
- Attend board meetings as appropriate

EXECUTIVE DIRECTOR

Position overview: The ED functions in the overlapping roles of Trustee, Executive Director, and Program Officer in the field of philanthropy. In addition to overseeing the foundation management and grant making, the ED also provides leadership and education locally, regionally, and nationally to enhance the Foundation's position as a national leader in the promotion of philanthropy and volunteerism.

- Host the Foundation office and oversee its management
- Serve in leadership roles on a local, regional and national basis in the focus area of promotion of philanthropy and volunteerism
- Represent the Foundation in matters of public policy, with advice from the Board.
- Oversee the Foundation's functioning within appropriate legal and fiscal constraints
- Serve as resource to the Board and Advisors regarding the field of philanthropy and foundation oversight.
- Serve as a catalyst for information sharing among Board members
- Assist Board members as requested
- Oversee the administration of all grants
- Insure the accurate keeping of all necessary records, files, and forms
- Insure that all correspondence and communication is handled in a timely manner
- Serve as liason with the Community Foundation of Waterloo and NE Iowa, local funders, and non profit organizations as needed
- Manage the lease relationship with the Western Illinois Regional Council for the Leighty Home in Macomb, IL

EXECUTIVE ASSOCIATE

POSITION OVERVIEW: The purpose of the position of Executive Assistant is to oversee the Foundation office and business activities in support of the Executive Director. This individual represents the Foundation in person, and through written and verbal communication.

We are a private family foundation that provides grants to a variety of local and national nonprofit organizations. In addition to managing our foundation business office, our ideal candidate will have experience working with the nonprofit sector. He or she will also have a sincere interest in serving our grantees, learning about family philanthropy, and supporting our Executive Director in her role as a national leader in the promotion of philanthropy and volunteerism.

This is a newly designed position. This person will play a role in the adaptation of the position to her/his skills and experience as well as to the evolving needs of the Foundation.

KEY TASKS AND RESPONSIBILITIES:

Office oversight:

- Develop, maintain, and support appropriate administrative processes and systems to insure efficient information retrieval, follow up, and general functioning of the Foundation office (in conjunction with Board Secretary/Treasurer)
- Provide leadership in maintaining the efficient operation of office computers and PDA with support from the computer consultant as needed
- Maintain and trouble shoot problems with all office equipment in a timely manner
- Respond to and follow up on phone and email communications
- Manage inventory and purchase office supplies

Grant/Contribution Management:

- Maintain Cumulative History Report
- Work with Secretary/Treasurer to maintain current YE Cumulative Grant/Contribution Report
- Submit family unit transaction requests to Secretary/Treasurer.
- Mail checks to recipients with Contribution letter/form; ensure return of the form
- Maintain grantee contact information

Financial:

- Maintain business account (Quicken), pay bills and process payment reimbursement requests
- Verify credit card summary and submit summary to Secretary/Treasurer and Community National Bank

Communications:

- Create and coordinate communication with grantees/grant seekers including:

- Information requests
- Declination letters
- Contribution letters
- Process foundation mail
- Maintain grantee communication files
- Work with Sec/Treasurer to update and printing of annual report
- Update and maintain website section on philanthropic and civic engagement

Board Support:

- Review proposal materials and ensure all forms received
- Prepare and disseminate materials for board meetings
- Coordinate logistics of Board meetings
- Communicate with Directors and Advisors as appropriate

Outreach Support:

- Attend selected site visits, evaluations, seminars and association meetings
- Maintain presentation files and support materials
- Serve as contact with organizations regarding presentation materials, logistics, etc.
- Create and/or prepare Power Point presentations as needed
- Handle travel and conference registration logistics as needed
- Register Directors and Advisors for conferences and secure hotel reservations

Miscellaneous:

- Participate in update meetings with Executive Director regarding foundation activities
- Maintain Foundation resource inventory
- Maintain Executive Director's travel itinerary and verify mileage credit
- Maintain Executive Director's Contact List (Palm)