



## **Position Descriptions – Executive Office**

*The following samples have been collected from NCFP members and are shared as examples only. Job titles that are part of this collection currently include:*

- *Board Liaison*
- *Chief Executive Officer*
- *Chief of Staff and Board Liaison*
- *Executive Director*
- *President*
- *President and CEO*

*NOTE: If you have a position description that you would like to share here, or if you would like one of the sample descriptions below removed from this list, please contact [ncfp@ncfp.org](mailto:ncfp@ncfp.org).*

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### **Board Liaison**

- [Board Liaison \(Powell Foundation, 2021\)](#)

### **Chief Executive Officer**

- [Chief Executive Officer \(Heising Simons, 2022\)](#)

### **Chief of Staff and Board Liaison**

- [Chief of Staff and Board Liaison \(NCF, 2017\)](#)

### **Executive Director**

- [Executive Director \(Broad Reach Foundation, 2023\)](#)
- [Executive Director \(Frechette FF, 2022\)](#)
- [Executive Director \(Nord FF, 2022\)](#)
- [Executive Director \(Weissberg, 2022\)](#)
- [Executive Director \(Walker Foundation, 2021\)](#)
- [Executive Director \(Smith Charitable Trust, 2020\)](#)
- [Executive Director \(Dresher Foundation, 2020\)](#)
- [Executive Director \(Leshar Foundation, 2020\)](#)
- [Executive Director \(Hoffberger, 2020\)](#)

- [Executive Director \(Raikes Foundation, 2018\)](#)
- [Executive Director \(Tracy Fam Fdn, 2016\)](#)
- [Executive Director \(Lovell FDN, 2015\)](#)
- [Executive Director \(Glenn Family Foundation, 2013\)](#)
- [Executive Director \(Kaplan Foundation, 2013\)](#)

#### **President**

- [President \(Flora Family Foundation, 2021\)](#)
- [President \(McKnight Foundation, 2020\)](#)
- [President \(Akonadi Foundation, 2016\)](#)

#### **President and CEO**

- [President and CEO \(Ford Family Foundation, 2023\)](#)
- [President and CEO \(Jerome Foundation, 2022\)](#)
- [President and CEO Job Description for Family Member](#)