

SAMPLE JOB DESCRIPTIONS

for a

DIRECTOR

Executive Director *Job Description*

Program: (60% of Time)

The Executive Director is responsible for overseeing all aspects of programming for the Foundation, including:

- Works with the Board to establish the Foundation's general grantmaking focus and priorities.
- Review of grant applications and response to letters of inquiry. Trustees will be expected to refer requests for support and oral inquiries to the Executive Director.
- Oversees the preparation of written agendas of grant proposal reviews and other matters requiring Board action.
- Oversees the preparation and presentation of special initiatives and reports to be considered for Board action.
- Oversees the conduct of public policy research related to community issues and future grant action.
- Meets with prospective applicants and discusses Foundation policies.
- Conducts grant reviews in the fields of art and the environment and making recommendation for Board action.

Staff: (20% of Time)

- Manages the Foundation's staff on a day-to-day basis, delegating responsibilities.
- Hires, disciplines, conducts performance evaluation and termination of employees.
- Recommends staff salary increases for review and approval by the Board.
- Recommends modification to and implementing Board-approved personnel policies and practices.

Relations with Counsel: (5% of Time)

- Confers with the Foundation Counsel on programs, projects and other matters requiring legal assistance.

Relations with Investment Advisors: (5% of Time)

- Monitors the work of the Foundation's Investment Advisors and making certain that their reports are presented to the trustees in a timely manner.

Public Relations: (10% of Time)

- Represents the Foundation at important public events and overseeing all formal communications with the media.
- Supervises the preparation of the annual report and the other documents to be released to the public.



Administrator
Job Description

Purpose:

Responsible for the overall program. Carry out Director's philosophy to serve children and youth.

Accountability:

Reports to the Board of Directors

Major Areas of Responsibility:

Program Management

Serves as investigator of more than 200 eligible grant applications annually. Schedules presentations by agencies for the Directors. Activities include screening; determining tax, non-profit and public charity status; purpose of organization; available resources including Board, staff and volunteers as well as financial. Consults with agencies in person, on site and/or with other grantmakers; offers technical assistance, monitors agency expenditures for capital and equipment purchases and evaluations. Administrator composes summaries of all requests and agency presentations for the Board.

Office Management and Financial

Secures coverage of Officers and Directors Liability insurance, negotiates lease with building management, secures legal and/or tax related opinions as needed and informs Board of changes in legislation as it affects the non-profit world. Keeps current in health insurance matters affecting personnel and on updating other related insurance. Serves as comptroller for income from the _____ Bank and _____ Money Fund.

Board and Community Outreach

Collaborates with other grantmakers in seeking responses to emerging needs. Makes site visits. Attends Child Care, Arts funders and Health Care and Base Conversion collaboratives. Participates on Panels for the Foundation Center and other groups as requested to inform non-profits about Foundation guidelines and process. Attends regional association special briefings and presents occasional papers to the Board on tax or legal matters. Responds to Board requests in gathering more complete information and research on children and youth issues.

