

Executive Director Duties and Responsibilities

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.
- Reviews 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, performance evaluation, discipline 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.