



TRACY FAMILY FOUNDATION EXECUTIVE DIRECTOR

About the Tracy Family Foundation: The Tracy Family Foundation (TFF) was incorporated in December 1997. The second generation of the Tracy Family created the Foundation as a vehicle to share their many blessings and as tribute their parents, Robert and Dorothy Tracy. Since its inception, the Foundation has operated with a vision. Our vision is to make the world a better place through engaged, thoughtful, and strategic philanthropy. The Tracy family spans four generations, with 100 family members (and growing!) between the ages of 86 and less than one year old. Family members in the first, second, and third generations actively participate in the work of the Foundation through service on the Foundation board, the Next Generation Advisory Board, and committees.

Position: Executive Director of the Tracy Family Foundation

Executive Director Reports to: Board President of the Tracy Family Foundation

Employee of: Dot Foods

Purpose of Position: Provide philanthropic and management leadership in the operations of the foundation.

Job Description:

- **Be Faithful to the Mission:** Leads TFF in a manner consistent with the core values of Robert and Dorothy Tracy; Leads TFF in a manner consistent with the Legacy Statement created by Robert & Dorothy Tracy's twelve children; Works with generations of Tracy family members to ensure family engagement in the foundation and development of philanthropic spirit.
- **Governance, Board Administration, and Support:** Establishes a solid working partnership with the Board of Directors and its President; Prepares and present materials, as needed and requested, for board meetings; implements board directives
- **Financial and Legal:** Works closely with the Board President to ensure that sound financial controls are in place; Oversee the finances, including establishing budgets (annual & projects) and projecting cash flow; Instructs investment advisors on wire transfers to ensure adequate cash to cover expenses; Maintains official records & documents and ensure compliance with federal, state and local regulations; Ensures legal compliance as directed by the IRS.
- **Program Development & Grant Management:** Develops 5 year Strategic Plan with support from staff, board, & family; Supports, manages and implements Strategic Plan; Oversee evaluation and impact with solid metrics; Drives Pro-Active Initiatives in Focus

Areas; Oversees all areas of grant management; Authorize grants as directed in the Grant Authorization Policy; Manages Site Visits; Populate and oversee all Committees

- General Operations and Communications: Manages and exercise oversight of day-to-day operations; Recruits, hires, supervises, motivates, and evaluates staff; Develops an Annual Report and other publications, as needed; Oversee content on TFF website; Writes articles and provide information for the media, as requested & appropriate; With support from board & staff, organizes retreat every 2 – 5 years
- External & Community Relations: Develops partnerships with other Funders; Drives appropriate collaboration between nonprofits & other community stakeholders
- Other: Fund development is not a responsibility as the foundation is wholly funded.

Work Conditions:

- Monday – Friday daytime hours, and occasional evening & weekend requirements.
- Ability to travel during the day, overnight, and on occasional weekends on a limited basis
- Work Flexibility: Schedule may include remote work from home in conjunction with office schedule.

Requirements

- Bachelor degree required; Master’s degree preferred.
- Valid Driver License and own transportation.
- Professional, positive personal and group verbal & written communication skills
- Strong people skills and emotional intelligence
- Demonstrated leadership skills & evidence of ability to execute projects
- Good organizational skills
- Demonstrated aptitude in personal computer skills
- Good critical thinking skills; ability to think strategically
- Ability to work with people in a collaborative manner/team building skills
- Ability to manage small staffed foundation
- Minimum of 5 years of experience working in the nonprofit sector with significant leadership and management experience

Strong Preference

- Strong preference will be given to candidates who are residents or willing to establish residency in one of the following Illinois counties: Adams, Brown, Cass, Greene, Hancock, Morgan, McDonough, Pike, Scott, or Schuyler.

To Apply: Applications are at www.dotfoods.com/careers

Deadline to Apply: November 4, 2016

Starting Date: Negotiable, but preferably by March 2017.

TFF website: www.tracyfoundation.org