**Executive Director**

**Rita J. and Stanley H. Kaplan Family Foundation**

**New York,** **New York**

The Executive Director is the professional leader of the Rita J. and Stanley H. Kaplan Family Foundation, Inc. Established in 1984, the Foundation is a private, non-operating family foundation dedicated to empowering people and inspiring hope by supporting programs in the arts, education, health, Jewish and social areas. The Executive Director works closely with the Board to establish the goals of the Foundation and carry out its mission.

**ABOUT THE FOUNDATION**

The Foundation was created in 1984. To carry out its mission of empowering people and inspiring hope, the Foundation partners with leading arts, education, health, Jewish and social organizations.

In honor of Rita and Stanley, the Foundation is dedicated to:

* Allocating 50% of its annual budget to Jewish organizations that benefit the broader community; and
* Supporting efforts that help people gain access to opportunities that enrich their lives.
* Powered by Jewish values, the Foundation:
* Embraces entrepreneurship and innovation throughout our philanthropy;
* Believes risk-taking is essential to creating a better society;
* Understands that arts and culture are critical building blocks of vibrant communities; and
* Is passionate about advocating on behalf of vulnerable people.

The Foundation believes in:

* Nurturing innovation
* Questioning the status quo
* Fostering meritocracy
* Investing in leaders
* Creating abiding partnerships with organizations based on mutual respect
* Giving beyond the money
* Celebrating family relationships

The Foundation is first and foremost dedicated to its local communities of New York and Boston, and is committed to making an impact globally.

Since its founding, the Foundation has granted nearly $35M to a variety of organizations. It continues to reflect the values of its founders, with three generations of the Kaplan family on the Board.

**ABOUT THE POSITION**

The Executive Director is responsible for carrying out the goals and policies established by the Board, interacting with the philanthropic community, and managing the administrative and grantmaking processes of the Foundation. Specific responsibilities include:

**Internal Organizational Management**

* Further professionalize the organizational infrastructure of the Foundation to improve the day-to-day operations of the Foundation. This includes refining administrative, fiscal and grantmaking processes to increase efficiency.
* Provide sound administrative and fiscal management to ensure that all of the Foundation's activities comply with the highest ethical standards and legal requirements.
* Ensure that all internal stakeholders of the Foundation - staff, Board, consultants - are moving in the same positive direction and are interacting and communicating effectively with each other around common objectives.
* Manage, mentor and continue to develop the staff of the Foundation, including the Program Officer and Intern.
* Reinforce a culture of learning, transparency, collaboration, honesty, accountability and results.

**Internal Organizational Leadership**

* Guide the Foundation into its next stage of development and provide focused strategic leadership to ensure the Foundation continues its track record of impact.
* Work closely with the Board to identify, clarify, and advance the Foundation's goals, direction, and priorities.
* Motivate and lead the Board to higher levels of performance and best practices, and keep Board members well informed about the Foundation's ongoing activities.
* Facilitate the continued learning of Board members around the Foundation's grantmaking, philanthropic trends and nonprofit issues.
* Orient and mentor new Board members as they become more engaged in the Foundation's activities.

**External Leadership**

* Oversee the Foundation's portfolio of grantees, ensuring that grants are in compliance with guidelines and continue to yield positive results.
* Track emerging trends, developments and conversations in the Foundation's focus areas and in the greater field of philanthropy.
* Represent the Foundation in public, at professional gatherings and in the broader nonprofit community.
* Explore opportunities to partner with other grantmaking organizations in order to leverage grants.

**QUALIFICATIONS AND EXPERIENCE**

The Foundation seeks an Executive Director who will be energized by working with and learning from a family-led board. An ideal candidate will bring the following professional and personal attributes:

* Minimum of a Bachelor's degree and five years of relevant professional experience at a philanthropic entity, including senior leadership experience with a strong track record of achievement; or the equivalent education plus experience in alternate field with a highly transferable skill set.
* Track record of taking initiative, and working independently and with a team, to achieve results.
* Knowledge of nonprofit law and familiarity with grantmaking budgets and investments.
* Experience working with a Board and understanding the fiduciary duties and responsibilities of the governing body of a philanthropic entity.
* Familiarity with grantmaking processes, including due diligence frameworks, strategies and best practices.
* Ability to exceed the expectations of an engaged and intelligent family by being smart, strategic, prepared, and flexible.
* Commitment to accountability, transparency, honesty, collaboration and results. Comfort with a certain amount of organizational ambiguity.
* Familiarity with family philanthropy and/or family dynamics and the process of group decision-making. Group facilitation skills and experience would be an asset.
* Outstanding interpersonal and communication skills. An outgoing, open personality with eloquence, pragmatism, energy and patience.
* A person who is self-confident without being self-important and able to set personal and professional boundaries.
* Strong resonance with the Foundation's mission, values and guiding principles, as well as respect for the current grantmaking priorities. Specific experience and/or interest in one or more of the Foundation's program areas would be an asset.

**PERSONAL QUALITIES**

The successful candidate is a highly intuitive professional who appreciates the critical role of process in problem solving. S/he is passionate about philanthropy and its potential for creating real and lasting social change.

S/he has significant experience demonstrating sound independent judgment with impeccable personal and professional integrity and trustworthiness; is organized and efficient, as well as resourceful and results-oriented. S/he's a creative thinker who can be innovative as well as pragmatic, and has the ability to adapt to shifting priorities in a changing landscape.

The ideal candidate has a positive "can-do" attitude, is a self-starter who assumes hands-on responsibility and a willingness to perform the full range of tasks required in a small organization. S/he has a wide-ranging intellectual curiosity and a good-spirited sense of humor.

This is a full-time position located in New York, NY. Salary is commensurate with experience and includes full benefits.

**TO APPLY**

Please submit a cover letter explaining how your skills and experience fit this position, accompanied by a resume, three references, salary requirements, and two writing samples to jobs@kaplanfoundation.org, subject "Executive Director Application."

Only complete applications will be considered.

Please understand that due to the volume of submissions, only qualified applicants will be contacted.