**THE LOVELL FOUNDATION**

**EXECUTIVE DIRECTOR**

<http://lovellfoundation.org/>

<http://www.visittucson.org/>

**The Organization:**

The David and Lura Lovell Foundation, based in Tucson AZ, is a private family foundation that was established to share the good fortune of its founders through grants to organizations in the communities where its trustees reside.

The Lovell Foundation uses its resources to fund programs in three main areas of interest: Mental Illnessfocusing on housing, employment opportunities, and education; Integrative Medicinefocusing on the advancement of Integrative Medicine, education, and programs designed for cancer and arthritis patients; Cultural/Spiritual Enrichment and Philanthropic Education focusing on broadening access to cultural/spiritual programs and programs that offer opportunities to participate in organized grantmaking.

Since its inception in 1993, the Lovell Foundation has provided grants exceeding $10 million to more than 50 nonprofit organizations in the following five communities: Toledo, Ohio, Tucson, Arizona, Eugene, Oregon, Hawaii, Hawaii, and San Francisco, California.

The Lovell Foundation has a tradition of partnering with the organizations it funds and is continually seeking new ways to strengthen these relationships, while also cultivating new partnerships. A defining characteristic of the Foundation’s grantmaking is to “go beyond the dollars” to include the provision of training, technical assistance, advice and counsel.

***The Future:***

The Lovell Foundation will continue its critical role as convener in the communities it serves, facilitating a dialogue between nonprofit and philanthropic leaders, as well as various agencies, to create an open environment where people can generate ideas and programs to present to the foundation.

The Lovell Foundation is also at an exciting stage in its development as a private family foundation. The organization has recently assessed its administration, succession plans and board policies/procedures, refining its processes while remaining dedicated and guided by the mission and values statements.

In preparation for anticipated growth and change, and with a continued commitment to strategic and efficient grantmaking, the current Executive Director, Ann Lovell, will move into the role of Board Chair making way for the Foundation’s first ever non-family member Executive Director. The new Executive Director will have a strong appreciation of the foundation’s history, legacy and future needs, as well as, how to build upon and leverage past successes.

**The Position**

***Overview:***

* Reporting to the Lovell Foundation Board of Trustees, the Executive Director is responsible for carrying out the policies established by the Board. In consultation with, and through directions from the Board of Trustees, the Board of Advisors, and the Chair, the Executive Director addresses issues of finance, planning, grants, program, and administration.
* Proactive in developing and seeking out proposals to bring to the Board, as well as engaging the Trustees in their work and supporting their relationships in the community.
* Responsible for assisting the Board with strategic planning and policy formulation, effectively building upon and leveraging impact that has been achieved to date, as well as strengthening the grantmaking process.
* Work with the Founder to shape the vision of the Foundation as it undergoes substantial growth and change, and encounters new opportunities in the upcoming years.
* Serve as a civic leader and convener, continuing to build strong collaborative partnerships with other foundations, nonprofit agencies and a variety of stakeholders to serve the community.
* Facilitate conversations about how the Foundation might evolve going forward in terms of larger assets, board growth and development, engaging and building the next generation of family leadership, and the way the foundation gives.

***This is a compelling opportunity for an experienced professional who is energized by working with an exceptional Board of Trustees and Board of Advisors, and is passionate about the mission of The David and Lura Lovell Foundation to provide transformative programming that will have sustainable impact in the communities it serves.***

***Key Responsibilities:***

**Strategic Vision and Leadership**

* Act as the primary representative and point of contact with the Foundation’s Trustees, Board of Advisors and next generation family members;
* Lead the Trustees in multi-year strategic planning and policy formulation and provide leadership in conceptualizing and developing new programs based on Board identified priorities encompassing lessons learned and knowledge gained to leverage assets and have greater impact;
* Develop and maintain solid, collaborative working relationships with the Board and its individual members and provide them with the information and guidance necessary to make informed and required decisions;
* Provide next-generation members with semi-annual Foundation updates and information concerning educational opportunities;
* In concert with the Chairman, engage the Trustees in their governance role by openly communicating about opportunities, strategic choices and progress toward goals, structuring board meetings and overseeing planning and preparation for meetings;
* Identify opportunities for the Lovell Foundation Board to explore innovative concepts that reflect the needs of the communities served.

**Community Engagement and High Impact Grant-making**

* Act as key spokesperson for the Foundation, representing the Lovell Foundation to all external constituencies and providing inspirational leadership to the community;
* Convene and work with other locally-based philanthropists, nonprofit organizations, businesses, government, and community leaders to develop great ideas, and share investment and best practices, in order to drive broader and deeper programmatic impact;
* Assess and seek to strengthen the grantmaking process, moving toward a more focused and proactive approach to grantmaking, including deeper program evaluation;
* Oversee the grantmaking process to ensure timely response to all requests; follow through with prospective grantees; review, compliance and evaluation of all board approved grants;
* Oversee the Foundation’s website so that it is a portal for information to grantees and other grantmakers; exploring the most effective system for communication both internally and externally.

**Financial and Organizational Management**

* Operate and maintain the Foundation office;
* Oversee fiscal operations including budget development, oversight of expenditures and overall financial management;
* As staff is hired and developed, ensure that robust infrastructure is in place and supported throughout the organization; assist with the establishment of appropriate compensation and benefit policies and practices;
* Oversee operational implementation of Board policy decisions and implementation of strategies;
* Develop and prepare Trustee and Board orientation materials, assist with orientation of new Trustees and Board members and ongoing board education;
* Arrange Board meetings including site, agenda and programs; prepare materials for Board meetings; provide reports to Board at meetings and minutes to the Trustees and Board. Set up site visits and arrange activities for Board as required;
* Monitor financial operations to ensure that fiscal matters are conducted in accordance with accepted standards of accounting, regulatory agencies and policies established by the Board; ensure the Foundation’s financial structure is adequate for its current needs and long-range strategy;
* Work with the Foundation’s independent financial, investment and legal consultants, assist independent auditors and provide materials necessary for the preparation of tax returns;
* Coordinate information and management of the Foundation’s assets with Trustees, investment and financial consultants and individual portfolio managers.

**Candidate Profile**

***Professional Experience:***

* Senior-level management experience working closely with a Board of Directors, ideally in a nonprofit or philanthropic organization;
* Private sector or family business professionals will have a demonstrated track record of service-orientation and community-building;
* Comfortable working in a single person office and has a successful track record in growing and managing a small team environment;
* Maturity and experience to strategize and execute within a board-led family foundation to deliver high-impact grantmaking;
* Demonstrated achievement in transformative environments and an ability to lead an organization through change and strategic growth; must be willing to grow with the foundation and roll up sleeves when required;
* Experience working in local community settings; knowledgeable about community issues and responsive to community needs;
* Proven track record of building visible and innovative partnerships as well as guiding investments in grantees;
* Strong understanding of investment management and financial administration.

***Personal Attributes:***

* Passionate about the Lovell Foundation’s mission and an energetic and innovative community builder;
* Ability to develop and deepen foundation, community and business relationships to achieve meaningful and sustainable change;
* Strategic thinker and visionary leader with significant presence and gravitas to command respect with the Board and the community;
* Ability to listen, learn, adapt and shape a foundation during a period of growth and transition;
* Insightful and courageous leadership ability – honoring legacy, values, mission and sense of family;
* Lead by example; a sense of humility with a healthy ego; patience, humor, and a strong sense of resilience;
* Excellent judgment, follow-through and decision-making skills;
* Highly numerate with knowledge of foundation finance basics;
* Exceptional communication skills, both verbal and written;
* Exhibit a high level of personal and professional integrity and ethics.

***Education:***

* Minimum BA, ideally with a Master’s degree.

**How to Apply:**

If you, or anyone you know, are interested in this opportunity, please email your resume and cover letter in word to:

[**janet.albert@bridgepartnersllc.com**](mailto:janet.albert@bridgepartnersllc.com)

*The David and Lura Lovell Foundation is an Equal Opportunity Employer*