

**POSITION DESCRIPTION
SOBRATO FAMILY FOUNDATION
EXECUTIVE DIRECTOR**

*Cupertino, CA
September 17, 2012*

The Opportunity

The Sobrato Family Foundation (SFF) is seeking a dynamic, disciplined and seasoned new Executive Director (ED) with a proven ability to guide a mission-focused organization through its next phase of evolution and growth. The ED must have a solid track record of organizational leadership and management, business acuity and community leadership. The ED will report to the Board of Directors of SFF, and partner with the President of the Board to ensure strong governance.

The Foundation

Mission

The Foundation's mission is to build a strong and vibrant Silicon Valley community through business and philanthropic leadership. SFF is a place-based grantmaker investing exclusively in nonprofits that serve those most in need in Santa Clara, San Mateo and Southern Alameda counties.

Programs

The Foundation's innovative People & Places portfolio utilizes both cash and real estate to achieve maximum impact. SFF provides multi-year general operating support and in-kind office and meeting space totaling 360,000 square feet. SFF also supports special initiatives that align with the Foundation's mission, such as their Early Academic Language pilot program and a new Education Fund focused on helping to close the opportunity gap for Silicon Valley students. In addition, individual family members engage in a variety of other philanthropic projects across a range of interest areas.

History

For more than 50 years, John A. and his wife Susan have shared their business success with the Valley, raising their three children – John Michael Sobrato, Lisa Sobrato Sonsini and Sheri Sobrato – to be deeply engaged in community concerns. Lisa formalized this multi-generational legacy of philanthropy in 1996 with the establishment of the Sobrato Family Foundation (SFF), a

private family foundation committed to sustaining the philanthropic legacy of the Sobrato family.

In 2011, the family adopted a more holistic view of its cumulative impact under the Sobrato Philanthropies, which encompass the Sobrato Family Foundation and its support organization, along with the family's individual giving, and corporate donations made by the Sobrato Organization.

Combined assets of the Sobrato Family Foundation and its public support organization have grown from \$500,000 to more than \$260 million, due in part to an estate bequest and the donation of individual Sobrato real estate holdings. The full portfolio of Sobrato philanthropic entities, including the Foundation, has invested more than \$165 million in the local community to date.

More information about the Foundation can be found on its website www.sobrato.org.

Key Responsibilities

The Executive Director is responsible for the overall leadership and management of the Foundation, which includes implementing all aspects of its strategic plan, overseeing the Foundation's grantmaking and partnership activities, managing day-to-day operations and staff, and serving as a spokesperson and ambassador for the Foundation, alongside family members. The ED will work in partnership with the Board to ensure that the Foundation fulfills its mission by developing clear strategies, operational plans and programs, and the mechanisms to monitor results.

Specific Responsibilities include:

- Leadership and Management. Direct overall Foundation operations, including program and grants management, fiscal, administrative and legal oversight, supervision and hiring of staff and consultants, and interactions with key stakeholders.
- Board Relations/Governance. Develop and maintain strong, positive working relationships with all Trustees, partnering closely with the Board President to ensure the smooth and effective operations of the Board of Directors. Work in collaboration with the Board on strategy, governance, growth plans and other key issues. Frame issues for discussion effectively. Keep the Board regularly informed of progress, developments and significant events.

- Strategy. Engage in ongoing research and information gathering to ensure the Foundation is making plans about the present and future, understanding and anticipating changes in the landscape particularly in the areas of human services and education. Assess and recommend program ideas and opportunities that align with the mission as well as strategies to achieve them, engaging the Board along the way.
- Program Management. Manage implementation of all programs including the existing signature cash grants program, special initiatives such as the new Education Fund and the Sobrato Early Academic Language program as well as the operations and programming of three nonprofit centers. Assess progress on programmatic goals on a regular basis, reporting noteworthy issues and challenges to the Board of Directors.
- Planning and Finance. Develop and recommend annual operating plan, including budget, across all Sobrato philanthropic entities to the Board of Directors. Ensure adequate capacity is in place to fulfill commitments and carry out approved plans. Monitor planning implementation to ensure it stays within parameters of operating plan and budget. Provide regular financial reports to staff and Board.
- Administration. Develop and maintain sound financial and human resource practices. Oversee administrative functions in collaboration with Sobrato's Shared Services Organization: Finance/Accounting, IT, Legal, Office Management, Facilities, and build and maintain a strong relationship with the Sobrato Organization. In addition to the Sobrato Family Foundation, oversee administration of complementary Sobrato philanthropic entities.
- Staff Supervision. Hire, supervise and mentor staff. Help create and lead a dynamic, empowered, high-functioning workplace. Ensure that clear direction and guidance is provided to staff, consultants and contract relationships such that the strategic goals of the Foundation are achieved. Lead by example, maintaining a climate that attracts, retains, and motivates a diverse staff of top quality people.
- Partner/Grantee Relations. Develop and maintain strong, respectful working relationships with partner/grantee organizations.
- Results and Impact. Develop ways to evaluate the impact and effectiveness of the Foundation's grantmaking to inform decision-making and also as a tool for Board reporting.
- Communications/Public Relations. Ensure ongoing communications and public relations activities are in place, including an up-to-date website. Serve as a key ambassador for

Sobrato family philanthropy. Communicate effectively through various channels about the Foundation's mission and purpose alongside, and in coordination with, family members.

Key Qualifications

The SFF Board of Directors is seeking an entrepreneurial, results oriented philanthropic leader to lead the Foundation in its next phase of growth and development. Ideally, candidates would have relevant prior experience working as a CEO/Executive Director, a strong understanding of community-focused philanthropy and the capacity needs of nonprofits as well as a commitment to serving low income and underserved populations.

Specific qualifications:

- Minimum 10 years of senior executive experience, preferably in the top role as President/CEO or Executive Director of a foundation.
- A demonstrated commitment to and passion for the mission and focus of the Sobrato Family Foundation and the values and legacy that guide its grantmaking.
- Ability to cultivate strong relationships and work successfully in partnership with board, staff and the community. Skilled at partnership building, project development, implementation and capacity building.
- Entrepreneurial experience and ability to seek out and bring innovative ideas and opportunities to the attention of the President and Board of Directors. Experience in grantmaking and experience working with non-profits is strongly preferred.
- Demonstrated successful experience with planning, budget development and administration.
- An understanding of governance and board relations and prior experience working closely with or for a board. Prior experience working with a family foundation is helpful.
- A track record as a dynamic, mature, seasoned leader. Excellent leadership, management, and supervisory skills including the ability to effectively manage a professional staff, provide vision for the goals and direction of Foundation programs, and a propensity to cultivate a collegial, high functioning organizational culture.
- Demonstrated ability to meet deadlines, handle multiple tasks, and establish clear priorities; work productively with teams in different locations.

- Impeccable reputation for integrity and judgment; models ethics and trustworthiness in all actions; objective and thoughtful; exceptional interpersonal skills.
- Excellent oral and written communication skills. Strong analytical and organizational skills.
- A demonstrated track record as a good strategic thinker with an equal track record of getting things done and attention to detail.
- Undergraduate degree is required; an advanced degree in a related field is preferred.

Application Process

Interested applicants should send a resume, cover letter and salary information by **email** to:

Martha Montag Brown & Associates, LLC

www.marthamontagbrown.com

Email: Martha@marthamontagbrown.com

Phone: 818.790.8873