

**POSITION DESCRIPTION
SPECIALTY FAMILY FOUNDATION
EXECUTIVE DIRECTOR**

*Santa Monica, CA
July 9, 2012*

The Opportunity

Specialty Family Foundation is seeking an innovative, entrepreneurial philanthropic leader with sophisticated and deep content expertise in pre-K and K-12 educational systems who also specifically understands and supports the value of a Catholic education, to serve as their new Executive Director. The Executive Director will lead the Foundation's educational, substance abuse, and housing philanthropic initiatives.

Specialty Family Foundation was established in 2006 with a mission based in the belief of its founders that providing support to inner-city Catholic schools, support organizations and related institutions is one critical way of increasing and improving life opportunities for those in greatest need, e.g., low-income families, youth, seniors, and those suffering from drug and alcohol dependency. It is the founders' belief that such philanthropic support will build capacity and increase the effectiveness of Catholic inner-city schools and related institutions, and foster lifelong learning, innovation, and entrepreneurship in the next generation of Catholic leaders. The two primary focuses of the Foundation are inner city Catholic elementary education and substance abuse programs. The Foundation also provides grants for services for the homeless and food security. The Foundation focuses its support in inner city Los Angeles. The Foundation has \$55 M in assets and an aggressive spending policy. The Board of Directors would like to see the Foundation continue to evolve as a significant force in Catholic philanthropy in the region.

The Executive Director is charged with building the Foundation's legacy, grantmaking and partnership work in a manner that has maximum impact, promotes innovation, provides leadership and leverages the family's philanthropic networks and systems. The Executive Director is responsible for the overall leadership and management of the Foundation which includes further developing the strategic plan in collaboration with the Board of Directors, directing the next phase of growth, managing the implementation of major initiatives and grantmaking, developing and leading partnership activities, managing day-to-day operations, representing the Foundation with a wide range of influential internal and external stakeholders, providing support and technical assistance to grantees, and helping grantees and the Board measure and evaluate success.

The Executive Director will be inheriting a seasoned and effective staff, and an organizational culture that emphasizes transparency and ethics. The Executive Director will report to the Chair of the Board and will be accountable to the Board of Directors. The position is based in Santa Monica, CA.

About Specialty Family Foundation

The Foundation's background emanated from the corporate, academic, and philanthropic worlds. Dr. James B. Peter, a Clinical Professor of Medicine at the David Geffen School of Medicine at UCLA founded Specialty Laboratories, Inc. in 1975. Specialty quickly became a leading hospital-focused clinical laboratory, performing highly advanced, clinically useful testing services for hospitals, laboratories, and physician specialist communities nationwide and later expanded to include work with partners throughout the world. Specialty grew from a small lab to a listing on the New York Stock Exchange. In 2006, Specialty merged with AmeriPath, and in 2007, AmeriPath and Specialty were bought by Quest Diagnostics. These successes provided the financial bedrock for the Specialty Family Foundation.

The mission of the Foundation is to support:

- Educational efforts and capacity building assistance at Catholic institutions; most especially to continue capacity building support for an inner-city Catholic, elementary school initiative called Catholic Schools Consortium
- Drug and alcohol education and rehabilitation programs
- Food security initiatives
- Homeless initiatives
- Other programs suggested by the Directors

Key Responsibilities

The primary responsibilities of the position are as follows:

- Leadership. Direct and implement overall Foundation operations on grants management and administration. Serve as a hands-on "working" Executive Director. Maintain and expand upon the Board's mission and vision and assume ongoing leadership in program direction and implementation.
- Board Relations/Governance. Develop and maintain strong, positive working relationships with the Chair and Board. Work in collaboration with the Chair and Board on strategy, board development, governance, growth and other issues. Provide information to the Chair and Board in a timely and effective manner. Create Board meeting agenda with the Chair,

create board books and lead the Board meetings.

- Programs and Grantmaking. Develop and implement policies and grant making procedures in a manner that fulfills the mission of the Foundation.
- Budgeting and Fiscal Oversight. Develop, implement and manage the Foundation's annual budget. Coordinate with a contracted outside firm for grants payout, financial reports and fiscal oversight.
- Education/Public Policy Leadership. Participate in the development and communication of public policy solutions that advance the mission of the Foundation.
- Partner/Grantee Relations. Develop and maintain strong, positive working relationships with partner/grantee organizations. Develop ways to evaluate the effectiveness of the Foundation's grantmaking and report back to the Board of Directors.
- External Relations. Develop and maintain constructive relationships and strategic partnerships with key external stakeholders. Represent the Foundation effectively with the Archdiocesan Catholic Center in Los Angeles, community groups, the media, and other external groups. Find ways to recognize and bring attention to the work of the grantees and the interest areas of the Foundation with other potential funders.

Qualifications

Key qualifications include the following:

- Ten to fifteen years of senior experience that demonstrates a sophisticated and deep knowledge of education and the issues of low-income children and their families, public policy, delivery systems, and related issues.
- A demonstrated commitment to and passion for the mission and focus of the Foundation and the values and legacy that guide the Fund's grantmaking, specifically a belief in the value of Catholic education.
- A sophisticated understanding of the non-profit and public sector delivery systems and public policy issues in Los Angeles as they relate to and impact education.

- Experience as a grantmaker or relevant experience as a grantseeker. Experience and ability to seek out and bring innovative enterprises to the attention of the Chair and Board of Directors.
- An understanding of governance and board relations and prior experience working closely with or for a board. Prior experience working with a small family foundation is helpful. Ability and willingness to seek out additional resources for the Board in the area of strategic planning, board governance, and program evaluation.
- Knowledge of and experience dealing with multiple educational funding sources at the federal, state and local levels. The ability to navigate successfully within a variety of public and private institutions, including pre-K and K-12, and higher education. An understanding of the challenges early childhood educators face in urban environments and how best to work with them in the grant-making process.
- Skilled at partnership building, project development, implementation and capacity-building. Highly skilled and comfortable interfacing with other grantmakers (corporate, public and private foundations) in the greater Los Angeles area, and exploring and building opportunities for partnership. A track record of success working with diverse communities.
- Experience in and understanding of the Catholic world is preferred.
- Experience managing a staff, and a propensity to cultivate a collegial, inclusive organizational culture.
- Undergraduate degree is required; an advanced degree in early childhood education or a related field is preferred.

Personal Qualifications/Attributes

Candidates who exemplify or can do the following will be highly desirable:

- Sophisticated interpersonal skills and the ability to work closely with the Chair and Board.
- Impeccable reputation for integrity and judgment; models ethics and trustworthiness in all actions; objective and thoughtful.
- Demonstrated work style that is humble and flexible; a low need for public recognition; a high need to focus on the “work.”
- Understand the dynamics of working with a highly charged family of “doers” for the good of the whole.

- A track record as a mature, seasoned professional with excellent judgment; open to feedback and the opinions and ideas of others.
- Personal and professional maturity. Ability to maintain confidentiality and discretion. Ability to establish and maintain credibility and trust.
- Excellent oral and written communication skills. Strong analytical and organizational skills.
- Ability to juggle multiple priorities and multi-task.
- A demonstrated track record as a good strategic thinker with an equal track record of getting things done and attention to detail.

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