

**Executive Director
William S. Abell Foundation
Chevy Chase, Maryland**

The William S. Abell Foundation (WSAF) (www.williamsabellfoundation.org) is a faith-based family foundation established in 1985 by William S. Abell and Patricia O’C. Abell to support nonprofit organizations that provide aid to people in need in the District of Columbia and surrounding Maryland counties. The Foundation primarily awards \$3 million to \$4 million annually in unrestricted, general operating grants to help the [hungry](#), homeless, intellectually disabled, [abused women and children](#), and to assist [at-risk pregnant women](#) in delivering and caring for their infants.

The [Margaret Abell Powell Fund](#) awards grants to qualified nonprofits producing traditional/classical ballet and theater productions in the Washington, D.C. metropolitan area.

In 2010, the Foundation completed a five year strategic initiative on homelessness during which it made grants and other expenditures of approximately \$8.3 million. Of that, \$2 million has been committed to two permanent supportive housing (PSH) projects, with the intention of reducing the number of chronically homeless and having a positive impact on many of the most vulnerable citizens of Washington, DC.

In December, 2011, the Board of Trustees voted to undertake a three-year \$1.5 million strategic initiative for persons with intellectual disabilities. Through its Strategic Committee on Intellectual Disabilities, WSAF will partner with four agencies in three different geographic areas to provide new opportunities which promote integration into the community for persons with intellectual disabilities in an attempt to create replicable models and effect systemic change in service delivery.

After nine years serving as the Foundation's Executive Director, Carol Doolan is retiring by the end of 2012. WSAF is seeking an executive who is intellectually curious yet practical. Candidates must be able to work independently, initiate projects and manage their work and time well. WSAF is a small office where team-work is essential. The Foundation has, from its inception, adopted the modest, humble nature of its founders, seeking minimal publicity for its charitable efforts. As a result, the Executive Director will not be expected nor encouraged to have a high profile in the grantmaking community. Candidates should be hard working, committed to protecting the assets and integrity of the WSAF, and eager to grow with the organization.

Responsibilities

The Executive Director (ED) reports to the 15-member Board of Trustees and currently manages one full-time staff member and part-time interns. The ED is responsible for overall supervision and execution of the grantmaking activities of the Foundation. He or she will have oversight of the following:

Grant Management

- Interacts with grantee organizations and applicants, assisting them with the grant process, supporting documentation and deadlines;

- Receives and reviews grant proposals within the context of the WSAF's mission and program guidelines and prepares grant applications for consideration by the Board and/or Committees;
- Provides technical assistance to grantees or recommends helpful resources as appropriate;
- Organizes and coordinates site visits with Board members and prospective Board members;
- Supervises the distribution of grants and reviews and analyzes grantee reports;
- Coordinates WSAF's management assistance program for grantees;
- Maintains an efficient process for initiating, managing, reviewing and evaluating grant requests and Foundation strategic directions;
- Analyzes conditions and trends in program areas as they relate to the Foundation's objectives and program goals;

Board Liaison

- Develops and maintains effective working relationships with members of the Board of Trustees;
- Attends selected Committee meetings;
- Organizes meetings and educational sessions for the Board;
- Coordinates the preparation of Board meeting materials;
- Engages the best thinking and involvement of each Trustee;
- Works with the Board to develop ways to bring the next generation of family members closer to the work of the Foundation as younger family members join the Board;
- Becomes conversant with and develops a critical perspective on emerging directions in philanthropy in order to inform the Board about new ideas and approaches to consider.
- Financial and Administrative Management
- Manages the day-to-day operations and finances of the Foundation (investments are handled by the Board's Investment Committee);
- Responsible for administrative procedures and processes to maintain fiscal accountability and control, equitable and fair personnel practices, and efficiency of operations;
- Prepares material for tax preparation by the Foundation's outside accountants;
- Presents budgets and work plans for Board approval and manages within the financial and programmatic parameters established by the Board.

Communications and Outreach

- Oversees WSAF website and communications, including drafting the annual report;
- Serves as the public face of the Foundation and as a liaison to the grantees as well as the Trustees. Represents WSAF at forums and meetings;
- Provides effective information and communication systems to support the Board and the Foundation's operations;
- Ensures appropriate information flow both within and outside the organization; and
- Performs other tasks as requested by the Board of Trustees.

Professional Experience/Qualifications

- An undergraduate degree is required; an advanced degree is preferred.
- Ten plus years experience either as a grantseeker with nonprofit organizations or as a foundation officer is key; a breadth of experience in these disciplines is preferred.
- Experience conceiving, analyzing, implementing and evaluating program initiatives and/or grants in fields relevant to the Foundation.

- Direct experience in or knowledge of the social service organizations within the WSAF geographic funding area is a plus.
- Previous experience working with Boards of Directors is required.
- Experience communicating effectively and openly, both verbally and in writing, with a broad range of individuals and organizations.
- A history of accomplishment in current and prior positions with proven ability to strategically lead and manage an organization.
- The expertise to perform financial and critical analyses associated with grantmaking and the management of the Foundation.
- A strong track record as a motivator, collaborator, entrepreneur, innovator and builder of partnerships with a demonstrated record of converting vision into working programs.

Personal Characteristics

- Respect for and commitment to WSAF's history, mission and family; an appreciation for the Foundation's philosophy and values; enthusiasm for promoting the work of the Foundation and addressing its critical issues to ensure overall organizational success and strength.
- Strong and effective oral and written communication and computer skills with the ability and willingness to share, listen and learn.
- Good judgment, excellent organizational skills, attention to detail, and the ability to work hard and manage multiple projects simultaneously.
- Patience, compassion, humility, integrity, and an empathy that builds connections to WSAF's grantees.
- The ability to think conceptually, critically and strategically; an openness to new ideas.
- A consultative and inclusive, nurturing leadership style, with the maturity, wisdom and collaborative skills necessary to garner the trust and confidence of the WSAF Board, staff and partners.
- A relationship builder with sensitivity to the interests of all at the table, the ability to build consensus and inspire strong enduring partnerships.
- The inherent knowledge of when to step back and when to step up, both internally and externally, on behalf of the WSAF.

Compensation

A competitive salary and benefits package will be provided.

William S. Abell Foundation is an equal opportunity and affirmative action employer committed to providing equal employment opportunity to all persons without regard to race, color, religion, national origin, gender, marital status or sexual orientation.

Application Instructions

Please submit a position-specific cover letter and resume to (Ms.) Lee Crane Wood, strategies.for.growth@gmail.com or fax (703) 765-1125 by June 29, 2012. (Note: e-mail subject line should read "WSAF – and include full name").