

The David and Lura Lovell Foundation

The David and Lura Lovell Foundation is a private family foundation that currently focuses its resources in the areas of mental illness, integrative medicine, cultural/spiritual enrichment and philanthropic education in five separate geographic areas. The Lovell Foundation is governed by a Board of Advisors and Trustees, many of whom helped establish the foundation. Paid staff includes the Executive Director and an Office Manager. The Foundation office is in beautiful Tucson, Arizona.

Executive Director Position Opening

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 direction from the Trustees, the Board of Advisors and the Chair, the Executive Director administers the grant program and operations of the Lovell Foundation by conducting long-term strategic and tactical planning activities; supervising office operations; representing the foundation and communicating its grant program to the community; and, evaluating grants and the effectiveness of the grant program.

Qualifications

The *ideal candidate* will be a high energy professional with excellent written and verbal communication skills; a strategic thinker and relationship builder with 10 years of progressively responsible leadership experience, including working directly with a board of directors and with a foundation. Other critical skills include facilitation, implementation, tactical and strategic planning and basic budgeting. A Master's degree in a related area is preferred, but experience may be substituted for education.

Overview

Proactive in developing and seeking out ideas to bring the Board, as well as engaging the Trustees in their work and supporting their relationships in the communities served.

Responsible for assisting the Board with strategic planning and policy formation, effectively building upon and leveraging impact that has been achieved to date, identifying new opportunities, as well as overseeing and strengthening the grant-making process.

Work with the Trustees and Board to shape their vision of the foundation as it evolves with larger assets, engages the next generation of family leadership and encounters new opportunities to meet its mission.

Act as a civic leader and catalyst for change, continuing to build strong collaborative partnerships with other foundations, nonprofit agencies, the business community and a variety of other stakeholders in support of our target communities.

Key Responsibilities

Strategic Vision and Direction

- Act as the Foundation's point of contact both within the community and with the Foundation's Trustees, Board of Advisors and next generation family members with a clear sense of the purpose, values and vision of the Foundation;
- Lead the Trustees in multi-year strategic planning and policy formation and provide leadership in developing new programs based on Board identified priorities;
- Develop and maintain solid, collaborative working relations with the Board and its individual members and provide them with the information and guidance necessary to make informed decisions;
- Plan for future board leadership, including the development of guidelines and support for succession to cultivate and inspire next generation members in their increased Foundation participation;
- In concert with the Chair, engage the Trustees in their governance role by opening communication about opportunities, strategic choices and progress toward goals;
- Assist the Board and Trustees in a review of their performance and help affect necessary changes in its composition, organization and responsibilities to improve its performance.

Community Engagement and High Impact Grant Making

- Act as the Foundation's spokesperson in the community by developing relationships with organizations providing services in the Foundation's funding areas, including meetings, site visits and public speaking;
- Support and work with community stakeholders, such as nonprofit organizations, other foundations, businesses, government and community leaders to strive for collective impact, shared investing and the use of best practices;
- Serve on other organizations' committees and boards as approved by the Board where such service will also benefit the operations of the Foundation.
- Attend meetings of the appropriate local and regional grantmaking organizations, as well as educational conferences/seminars sponsored by these agencies.
- Assess and seek to strengthen the grantmaking process, moving toward a more focused and proactive approach, including more robust 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;
- Develop all print materials related to the grantmaking process, partner and Board communications and community collaborations.

Financial and Organizational Management

- Operate and maintain the Foundation office, including supervision of the Office Manager;
- Prepare the annual operating budget, establish and supervise grant payment schedules and control budget and expenditures for the organization's operations;
- Assist in the maintenance of appropriate compensation and benefits policies and practices;
- Oversee implementation of Board policy decisions related to operations;
- Develop, prepare and distribute Trustee and Board orientation materials, assist with Board orientation and ongoing Board education;
- Work with the Foundation's accountant to ensure financial matters are conducted in accordance to established polices and the operating budget is adequate for current and ongoing needs;
- Coordinate Board meetings including site, agenda and program and prepare materials, reports and minutes;
- Coordinate site visits and arrange for other Board activities;
- Oversee the Foundation's website content, ensuring that up-to-date information is available to grantees, prospective applicants and other grantmakers and the Board;
- Ensure the most effective systems for internal and external communication;
- Maintain a high level of personal and professional integrity and ethics.

Compensation

The Lovell Foundation offers a very competitive compensation and benefits package. Salary will be based on skills and experience. *Equal Opportunity Employer.*

To Apply

Applicants must be willing to relocate to Tucson, Arizona. No one person will encompass all the ideal attributes. Please forward a resume and a cover letter that includes a description of how your skills, experience and education align with the job responsibilities to: info@lovellfoundation.org. Files may be in MS Word or PDF format. All applicants will receive an email confirmation of receipt of their application.

This position has been re-posted and is open until filled.

For additional information about The David and Lura Lovell Foundation, go to: www.lovellfoundation.org