

**The Siragusa Foundation
Executive Director Job Description
Finalized December 2014**

Position: Executive Director

Reports to: Board of Directors

Supervises: Program & Operations Manager and Grants Administrator/Administrative Assistant

Function: Serves as executive director of the foundation and is subject to the direction and approval of the board of directors. The executive director will provide overall leadership and general supervision for the daily operations of the foundation including strategic direction, program development, operations, financial management, personnel management, and external/community relations.

Essential duties and responsibilities include the following:

1. **GOVERNANCE, BOARD ADMINISTRATION & SUPPORT: (20% of time)** With the board chair, enables the foundation to fulfill its governance function and supports the ongoing development of potential leaders from among foundation board/family members.
 - Supports the operation and administration of the board by advising and informing board members, interfacing between board, family members and staff, and developing the board's evaluation of the executive director.
 - Responsible for implementing board guidance to the foundation; in consultation with the foundation's legal counsel, advises the chair as required on keeping board activities within the bounds of its bylaws; oversees board secretary and treasurer functions and the keeping of critical corporate records.
 - Interprets and applies laws, rules and regulations applicable to the organization, and in matters where reference to legal counsel is necessary, does so in conjunction with the board.
 - Designs, reviews and maintains operational policies, practices and guidelines of the foundation, periodically presenting to the board for input and approval.
 - Arranges and attends board and committee meetings/activities including preparing facilities and agenda; oversees materials development; implements board directives; communicates with board between meetings; reviews drafts of minutes of board meetings.
 - Leads the board in its strategic planning and establishes objectives based on goals and budget considerations agreed upon by the board. Provides guidance to board in selection of new areas of interest.

- Supports board continuity and development of leadership capacity within the board and its committees. Includes developing/overseeing board engagement activities, specifically among the next generation, production of family/foundation newsletter, and management of other educational and communication vehicles.
 - Develops and manages board self-evaluation and performance process.
2. **FINANCIAL/LEGAL RESPONSIBILITIES: (15% of time)** In consultation with the finance and executive committees, communicates actions/decisions made with the investment manager, accountant, legal counsel regarding the investment portfolio, regulatory compliance and governance of the foundation to ensure the foundation's existence and operations under applicable laws and regulations.
- Prepares and reports on the foundation's annual budget and ensures that it and the accounting practices are adequate and cost effective. Organizes quarterly finance committee meetings and ensures appropriate preparation of materials for review including quarterly financial reports on the foundation's administrative and grants budget.
 - Develops foundation's monthly cash requirements and manages banking administration. Signs checks; oversees reconciliation of the monthly bank statements.
 - Consults with the manager of managers on investment strategy and decisions, reviews and updates the investment policy as needed with chair and finance committee, and otherwise keeps abreast of current trends that may affect the portfolio of the foundation.
 - Counsels with foundation's accountants on matters affecting the foundation and oversees materials prepared for the accountant; reviews the yearly Statement of Financial Position and tax returns with finance committee and chair.
 - Seeks advice on and promotes compliance with local, state, and federal laws. Maintains financial records and reports according to generally accepted accounting standards.
3. **PROGRAM DEVELOPMENT & OPERATION: (20% of time)** Responsible for implementing the foundation's philosophy/mission and its annual grantmaking goals/objectives within board-approved guidelines.
- Provides overall direction to grantmaking initiatives/strategy. Develops and implements grant-making policies and procedures in conjunction with the foundation board, as appropriate.
 - With program staff, administers foundation's grantmaking program, including preparation of written agendas, grant proposal reviews, site visits and other matters requiring foundation action.
 - Oversees evaluation of funded programs, monitors progress of approved grants and makes periodic reports to the foundation and committees on funding effectiveness.

- Provides technical assistance to grant-seekers, including guidance in fundraising, planning, organizational development, program design and volunteer leadership development.
- Ensures timely payout of approved grants (including ensuring approved grants are entered in QuickBooks and the grantee GIFTS database).
- Develops new programming ideas and initiatives which assist the foundation in fulfilling its mission.
- Assists board/family members in the identification and vetting of charitable causes of interest.

4. **ADMINISTRATIVE & HUMAN RESOURCES MANAGEMENT: (20% of time)**

Supervises day-to-day operations of the foundation, including managing the human resources of the organization according to personnel policies and procedures that conform to current laws and regulations.

- Manages and enhances systems that allow for efficiency and smooth functioning of foundation operations, ensuring compliance with established policies and procedures. Responsible for delegating responsibility for various office functions to see that these run appropriately.
- Develops and maintains system to employ, train, mentor, supervise, evaluate and compensate all staff positions, interns/volunteers and consultants. Has “hire-fire” responsibility for the foundation’s staff or consultants, as well as ability to restructure staff’s responsibilities and/or to create new positions and fill them as needed. Creates an atmosphere conducive to growth, learning and improved performance.
- Responsible for ensuring that the foundation has adequate office space and equipment.
- Approves personnel policies and procedures in consultation with Counsel, and where necessary, makes recommendations to the executive committee on the need for new or revised policies.
- Reviews, negotiates and works with administrators and agents to execute and comply with employee benefit plans, including 401k and health/medical insurance plans, as well business liability, D&O insurance, etc.
- Conducts annual performance appraisals and presents compensation recommendations to the foundation board of directors.
- Facilitates relations and communications among/between the staff and the foundation board.

5. **EXTERNAL/COMMUNITY RELATIONS: (25% of time)** Assures the foundation and its mission is consistently presented in strong, positive images to relevant stakeholders.
- Maintains a high professional profile in the field of philanthropy by participating in events, seminars and conferences in the local community and in the national nonprofit/philanthropic sector that are designed to strengthen and promote the field and the foundation.
 - Attends briefings, symposiums, meetings to remain informed and up-to-date about the non-profit and philanthropic sector.
 - Represents the foundation at community events, grantee events, various engagements in metropolitan Chicago and on committees and non-grantee boards.
 - Identifies and accesses philanthropic support resources for board and staff; promotes awareness of and participation in such opportunities by foundation board/family/staff members (Donors Forum, Exponent Philanthropy, National Center for Family Philanthropy and others as suitable).
 - Participates in partnerships/collaborative opportunities with other grantmakers and nonprofit organizations, as appropriate
 - Supervises the preparation of the annual report, content on the website, and other communications and outreach activities.

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