

National Center for Family Philanthropy  
**JOB DESCRIPTION**

JOB TITLE: **Executive Vice President**

FLSA STATUS: Exempt

REPORTS TO: President

DATE: MARCH 2014

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## **I. PURPOSE AND SCOPE OF JOB**

The Executive Vice President leads and directs all National Center program, advancement, finance, and administrative operations. With the President, establishes broad goals and strategic direction for the organization. Assumes accountability for the achievement of goals through the effective planning and use of National Center staff and resources. Supervises the Sr. Program Director, Director of Advancement, Director of Finance and Administration and others.

## **II. PRIMARY RESPONSIBILITIES**

- Leads the effective development and management of National Center programs and services. With the President and senior staff, establishes annual program goals consistent with the National Center's mission, values and strategic direction. Approves major project goals and strategies. Directs the regular evaluation of all National Center programs, operations and policies.
- With the President, defines goals and plans for building and sustaining the financial health of the organization. Ensures the development of fundraising and business strategies, budgets and systems to meet financial goals. Presents the annual budget to the Board for approval and reports regularly to the Board on the financial status of the organization.
- With the Director of Advancement, formulates revenue generation goals for program and general operations fundraising. Oversees and ensures effective implementation of fundraising goals and plans. Guides the development and stewardship of relationships with existing and potential friends and funders.
- Through the Director of Finance and Administration, ensures that all finance, accounting, Human Resources and operational systems, policies and procedures are developed and implemented according to best practices and high legal and ethical standards.
- Serves as a national resource, speaker, author and advisor to the field. Identifies and evaluates opportunities for strategic partnerships, helping to build a network of colleague organizations to enhance program efforts and to achieve visibility and revenue generation goals. Takes on special consultancies as defined with the President.

- Ensures the dissemination of the Center's mission, goals and services to its constituencies and stakeholders through effective publication, communications and marketing programs. Interacts with the media, government officials and the general public.
- Develops a strong relationship with the Board and ensures effective staffing of Board committees including Executive, Finance & Audit, Administration, CEO Compensation, and Development.

### **III. KNOWLEDGE, SKILLS AND ABILITIES**

- 10 - 15 years non-profit general management experience, ideally with extensive experience in the field of family philanthropy, philanthropic advising and/or community foundations. Must have experience working directly with donors and the organizations that support their philanthropic activities.
- Ability to define and guide implementation of programs and services that encourage and support philanthropic families and their advisors. Experienced program evaluator. Ability to reach out, make connections and communicate with outside organizations and individuals to increase the visibility of and further the mission and goals of the National Center.
- Proven leader with the ability to select, guide, and develop highly competent managers and staff. Ability to define and communicate organizational and financial goals and accountabilities and to create a positive, collaborative work environment.
- Exceptional writer and oral communicator with the ability to interact meaningfully and persuasively with a wide range of constituents and stakeholders including Board members, donors and potential donors, families, advisors, funders and potential funders, and colleagues.

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The above statements are intended to describe the general nature and level of work performed by the incumbent in this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills.

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### **REVIEWED AND APPROVED BY:**

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President

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Date