

POSITION AND CANDIDATE SPECIFICATION

FAMILY FOUNDATION
EXECUTIVE DIRECTOR

- Amsterdam
- Atlanta
- Barcelona
- Beijing
- Bogota
- Boston
- Brussels
- Budapest
- Buenos Aires
- Chicago
- Dallas
- Dusseldorf
- Frankfurt
- Geneva
- Hong Kong
- Houston
- Johannesburg
- Leeds
- London
- Los Angeles
- Madrid
- Manchester
- Melbourne
- Mexico City
- Miami
- Milan
- Minneapolis/St. Paul
- Montreal
- Munich
- New York
- Orange County
- Paris
- Philadelphia
- Prague
- Rome
- San Francisco
- San Mateo
- Santiago
- Sao Paulo
- Shanghai
- Singapore
- Stamford
- Stockholm
- Stuttgart
- Sydney
- Tokyo
- Toronto
- Vienna
- Warsaw
- Washington, D.C.
- Zurich

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POSITION SPECIFICATION

CLIENT COMPANY

Founded in 1989, our client is the charitable fund established by a local businessman and his wife. Initially, the mission of the foundation was to help men, women, and children reach their full potential. The founders of the foundation believe that children can reach their full potential if their basic needs of body, mind, and spirit are met. These basic needs are supported by through areas of focus: family, education, community, and faith.

This family foundation has assets in excess of \$ million and last year awarded almost grants totaling \$ million. The foundation strives to keep a low profile and, by request, does not receive public recognition for many of its generous gifts.

POSITION SUMMARY

The foundation is seeking a new Executive Director to lead the day-to-day operations of the foundation and assist the multi-generation family Board in developing the future strategy. She/he will be responsible for preserving the mission, vision and values of the foundation and representing the family and foundation with both internal and external constituencies. The Executive Director will work closely with the family to interpret the family's desires to help children through organizations within the community.

Key Relationships

Reports To: Founder, Chairman and CEO

Direct Reports: Foundation staff (7)

Other Key Relationships: Family Members
Family Office Staff
External Community Leaders
Other Area Non-Profits

MAJOR RESPONSIBILITIES

- Work collegially, responsibly and responsively with the Board and staff of the foundation to carry out the mission, while recommending grants and projects for Board approval.
- Plan, direct, implement and evaluate the organization's day-to-day operations and ensure that all operations of the foundation are carried out in accordance with applicable laws governing private foundations.
- Develop the budget and oversee the prudent financial management of the organization's funds.
- Motivate and lead a high-performance management team; attract, recruit and retain staff and provide clear performance objectives and regular feedback.
- Communicate clearly, compellingly and consistently the foundation's mission and goals.
- Act as a liaison between the family members and the foundation and encourage all family members to be active and involved.

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CANDIDATE SPECIFICATION KEY SELECTION CRITERIA

IDEAL EXPERIENCE

- A seasoned leader with 10+ years of management experience gained in a mission-driven or family-owned organization.
- Excellent interpersonal and communication skills.
- An executive with good business judgment and the analytic ability to know what is apt to be a good program investment and/or use of foundation funds.
- A track record of leading and building strong teams and a proven ability to mentor and coach those who hold key positions in the organization.
- A person who has successful experience working with a Board.
- An undergraduate degree is required; a master's degree is preferred.

CRITICAL COMPETENCIES FOR SUCCESS

The following competencies are deemed to be important for success in this position:

- **Strategic Vision** - Able to step back from day-to-day activities to view the community's needs from a different perspective, sees the bigger picture, trends, opportunities, etc.
- **Communication/Personal Impact** - Projects to others through actions and manner a favorable impression of personal credibility, professionalism, strong faith-based values and integrity.
- **Conflict Resolution** - Recognizes potential areas of conflict and intervenes quickly to diffuse the situation, works with the parties concerned to reach a consensus or compromise in which no one feels as if they have lost, and does so to the benefit of the organization as a whole.
- **Teamwork** - Seeks opportunities to work with others together on projects and uses teams to address relevant issues. Solicits the opinions of others and modifies the outcome based on information gathered from multiple sources.

OTHER PERSONAL CHARACTERISTICS

- Commitment to the values and beliefs that embody the mission and philosophy of the foundation.
- A sense of stewardship and a developed perspective on the role of non-profits and philanthropy in society, including sensitivity to the issues of trusteeship and the public interest.
- Comfortable working with family trustees who will have the ultimate decision-making authority.
- An individual of unquestioned personal and professional integrity that will reflect favorably on the foundation both internally and throughout all of its external arenas.
- Keen intelligence; a fast learner with a quick mind.
- A high-impact, low-ego executive who thrives in a team setting.
- A mature adult who possesses good self confidence and who is fulfilled through helping others achieve their philanthropic objectives.

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