**The Case Foundation**

**Senior Vice President, Social Innovation**

The Case Foundation, created by Jean and Steve Case in 1997, invests in people and ideas that can change the world, with the ultimate goal of making giving back a part of everyday life. The Foundation creates and supports initiatives that leverage new technologies and entrepreneurial approaches to drive innovation in the social sector and encourage individuals to get involved with the communities and causes they care about.

Reporting to the CEO, the Senior Vice President of Social Innovation (SVPSI) is a member of the Case Foundation’s senior management team and responsible for the Foundation’s Social Innovation strategy, including investments, programs and partnerships. The SVPSI works with the Chairman, CEO and senior leadership to set the programmatic direction of the Foundation and oversees the management and execution of a diverse set of investments, initiatives and public-private partnerships designed to advance the Foundation’s mission and goals.

The SVPSI will lead a team of three to five people and work closely with marketing, communications, and interactive strategies teams to realize the Foundation’s goals.

**Professional Qualifications and Attributes:**

Management and Leadership

* An experienced manager who is well versed in program design, implementation and evaluation.
* Exceptional communication and management skills are required, as well as a proven ability to develop and leverage relationships with multiple stakeholders.
* An established ability to manage multiple projects at once within a limited timeframe.
* Committed to mentoring and developing emerging managers.
* The ability to be highly responsive to the needs of the board, other executives, staff and partners.
* Superb organizational and interpersonal skills combined with the ability to diplomatically prioritize demands.

Sector-Specific Skills

* Significant experience working within the social innovation field, including philanthropy, nonprofit organizations, corporate social responsibility, and social enterprise.
* Proficiency or experience managing local, regional, or national coalitions or public-private-social partnerships.
* Experience with grass-roots nonprofit and civic organizations.

Communications Skills

* Excellent public speaking skills, and an ability to convey messages to a range of audiences.
* Skillful writer in traditional and non-traditional communications mediums.
* Familiarity with the latest technology tools for connecting and mobilizing communities.

Personality

* A proven ability to perform effectively under pressure and to utilize strong organizational skills when faced with multiple time-sensitive priorities – a willingness to "roll-up sleeves" and personally handle all aspects of position.
* An agile and creative intellect, entrepreneurial, pragmatic and flexible.
* A flexible and enthusiastic approach to work, including the humility and grace to work effectively with others in a collaborative workplace.
* High energy, self-motivated, with an appreciation for humor in the work place.

**Key responsibilities:**

Internal Leadership

* Lead the creation, management, and monitoring of programs, partnerships, campaigns, investments and coalitions.
* Create program concepts, work plans, success metrics, budgets and briefing materials and evaluating progress and reporting results – both in collaboration with team members and individually.
* Lead the Foundation through the annual program planning process and staff “business plan competition” to yield mission-aligned, innovative, strategic programs, partnerships and social investments.
* Oversee grant administration and management, which ensures compliance with IRS and industry standards, clearly stated goals and mutual responsibilities.
* Lead tracking and reporting on successes, failures and return on investment organization wide, ensuring transparency through the process and that lessons learned are shared internally and externally.
* Provide counsel to the Chairman and CEO on a wide range of issues and senior-level staff support on commissions and policy endeavors related to their respective civic agendas, including but not limited to entrepreneurship, immigration and democracy reform.
* Work with the senior executive team on wide range of organization-wide administrative and management activities, including team and organization budgets, key personnel decisions, public relations, and team building and enrichment.

Public-facing activities:

* Cultivate and manage partnership opportunities to extend the impact of the Foundation’s grantmaking and programs.
* Provide expert assistance to select grantees, social-sector organizations and other Foundation partners.
* Represent the Foundation in public settings as an expert voice on philanthropy, corporate citizenship best practices, tech for good, social media, community engagement, risk and big bets in the social sector and other Foundation goals.
* Play an active role in external communications: develop website content, draft and deliver public presentations, blog, Tweet and communicate through various social media platforms, and write thought leadership pieces for traditional and new media outlets.

Education/Experience:

* Bachelor's degree required, and an advanced degree would be a plus.
* 10+ years of senior management experience in philanthropy, private sector, nonprofit sector or government.