

Vice President of Grants and Operations - Rauch Foundation

Garden City, New York

The Rauch Foundation is a private family foundation founded in 1960 and based in Garden City, NY. The Foundation supports innovative solutions and effective programs that give disadvantaged children a better start in life; improve the natural environment in LI and MD; and provide high quality data and information as a catalyst for regional thinking and action. The Rauch Foundation often takes a proactive approach to its work and is a noted convener and collaborator with other funders, grantees and individuals working on shared issues. For more information about the Foundation and our work please visit our websites at:

www.rauchfoundation.org

www.longislandindex.org

www.buildabetterburb.org.

I. PURPOSE OF POSITION

To oversee the administration of the Foundation office, manage its grantmaking operations and provide staff leadership for the Children and Families grant program. As a member of the Foundation's senior staff reporting directly to the President, the Vice President of Grants and Operations participates in the strategic planning and goal-setting process that determines how the Foundation seeks to fulfill its mission; maintains a high standard of compliance with philanthropic industry standards; and, assists in creating a strong, positive image for the Foundation.

II. PRINCIPAL DUTIES AND RESPONSIBILITIES

- In concert with the President and the Board of Directors, provide strategic direction for the Children and Families grant program based on current research and environmental analysis; set goals and evaluate program and grantee outcomes; provide due diligence and recommend individual grants to the Board of Directors.
- Develop knowledge and recognized standing through ongoing independent study, professional development and contact with a representative cross-section of other funders and leaders in the fields of early childhood and philanthropy.
- Manage the overall grant making policies and procedures in accordance with industry standards and best practices.
- Supervise the flow of docket information to the Board of Directors.
- Manage the day-to-day operations of the Foundation's office including:
 - Hiring and supervision of administrative support staff;

- Creating and adapting administrative office procedures as necessary; identify, develop and implement administrative workflow processes; monitor procedures and ensure quality control;
- Oversee vendor, lease and grant contracts
- Develop and monitor the operating expense and grants budgets for the Foundation and provide progress reports and recommendations to the Finance/ Audit and Board of Directors; assist accounting firms in providing information for financial reporting and annual filings.
- Administer human resource programs and liaison with human resource vendors.
- Provide support and learning experiences that nurture the next generation Rauch family members in their connection to the Foundation.
- In concert with the President build a strong and effective staff team that reflects the principals and values of the Foundation.

III. KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's degree required; graduate degree preferred.
- At least 5 years of experience in non-profit, philanthropy, early childhood or related field with demonstrated proficiency supervising staff and managing projects.
- Ability to work effectively with community leaders, nonprofit organizations, governmental agencies, as well as with other funders.
- Ability to communicate well, act effectively as liaison between management/Board/program staff and support staff, and adjust to changing priorities.
- High standards regarding accuracy and attention to detail.
- Ability to use experience and good judgment to make appropriate decisions.
- Excellent troubleshooting skills.
- Aptitude for organizing tasks, managing time and prioritizing projects.
- Outstanding judgment, initiative and drive.

SALARY: Competitive based on experience.

Application Instructions

Applications will be accepted through April 30, 2012. To apply, please send a letter with salary information explaining your interest in the position and qualifications for it, along with a resume to llandsman@rauchfoundation.org. Use the subject line "Vice President of Grants and Operations."

No phone inquiries please.

The Rauch Foundation is an Affirmative Action-Equal Opportunity Employer.