

Private Foundation Services

BOARD MEETING COORDINATION AND SUPPORT

- Set the board meeting date, time and location; send notices
- Prepare board meeting agenda and schedules; send board meeting books prior to meeting
- Handle communications prior to board meetings and at the meetings
- Act as recording secretary; prepare the minutes of the meeting
- Monitor term limits of the board members and officers
- Board training
- New board member orientation

GRANT MANAGEMENT AND ADMINISTRATION

- Screening LOIs; advance to full proposals
- Review grant proposals and verify tax-exempt status
- Prepare grant summaries for board analysis and recommendation
- Process award and declination letters
- Process grant payments
- Maintain a ledger of all grant awards; track grants for reporting purposes
- Collect and act upon foundation mail
- Field foundation funding inquiries; coach grantseekers
- Arrange site visits to nonprofits

COMMUNICATION AND MARKETING

- Create and distribute press releases
- Website content
- Pitch stories to media
- Sponsorships/advertising coordination

RECORDKEEPING AND REPORTING

- Secure management of records
- Establish and maintain grantee files
- Report on historical grants, activity and proposed giving
- Follow up on end-of-grant reports and present follow-up reports

STRATEGY DESIGN AND FOCUS

- Measurement and evaluation of grant results
- Representation on community collaboratives, task forces, etc.
- Facilitate strategic planning sessions with foundation board
- Determine mission, vision, focus, grant guidelines and funding strategies
- Identify key areas of impact and ways to increase impact
- Research current trends in key areas of interest and historical grant patterns
- Convene dialogues on important community issues
- Collaborate with other donors interested in same key focus areas
- Board and/or organizational succession planning
- Family philanthropy facilitation
- Philanthropic learning opportunities

ACCOUNTING AND TAX PREPARATION

- Ensure stewardship of funds
- Manage day-to-day financial operations
- Interface with existing providers, such as accountants and investment professionals to:
 - prepare financial reports and legal notices
 - manage and file tax return (990-PF)
 - coordinate annual audits