

**HOFFBERGER FAMILY PHILANTHROPIES**  
**EXECUTIVE DIRECTOR JOB POSTING**  
**(full time or 80% FTE)**

The Hoffberger Family Philanthropies (HFP), comprising two multi-generational foundations in Baltimore, Maryland is seeking a dynamic Executive Director at an exciting juncture in its 79 years of investment in Baltimore City. Following an extensive planning process, HFP has established new program priorities, centering on Economic Mobility and on Children's Mental Health and Trauma. Focusing primarily on Baltimore City, the Executive Director will work with the Board to establish specific objectives and subsequently will propose strategies and grant making and programmatic activities to reach those objectives. Accordingly, HFP seeks candidates with expertise, experience, and commitment that align with its priority areas.

The Executive Director will execute, assess and refine the day-to-day strategic work of the philanthropy and, over time, will be responsible for identifying and researching other lines of work for the Board's consideration that respond to pressing needs in Baltimore City and that are consistent with HFP's vision. Given Board members' desire to be active participants in HFP's grant making, the Executive Director will place priority on frequent communication with Board members and on the development of educational materials, presentations, site visits, and other activities that provide the substantive and contextual information Board members need to be effective. Ultimately, these educational activities will sustain HFP's proud family legacy for future generations.

A successful candidate will bring a strategic and creative view to philanthropy, with the twin goals of promoting measurable, significant and sustainable outcomes and maximizing limited resources. S/he will partner with non-profit organizations, peer funders, community organizations, and public officials to identify needs and opportunities in Baltimore, tap local and national sources to identify and support strategies that are promising or proven to be effective, learn from failed as well as successful strategies and initiatives, and bring successful interventions to scale. S/he will participate in local, regional and national networks and conferences and take other steps to stay current on trends, issues, resources, initiatives, and effective approaches in the philanthropic sector and in targeted fields.

The Executive Director will identify and investigate grant opportunities that potentially advance the philanthropy's priorities and strategies, assess the strengths and weaknesses of proposals for the Board's consideration, and organize site visits and employ other methods to assist the Board's decision making. In making grant recommendations, the Executive Director will place emphasis on evidence-based interventions but also bring forward data-driven, innovative approaches, recognizing the value of philanthropic experimentation. While focused primarily on achieving HFP's substantive goals, the Executive Director will also recommend funding to build the capacity of grantees and HFP's targeted fields. When appropriate, s/he will advise grant seekers and grantees on a range of organizational development issues (e.g., fundraising, strategic planning, evaluation, volunteer recruitment). The Executive Director will also support

legacy grants to The Associated: Jewish Community Federation of Baltimore. In all instances, s/he will monitor, assess, and report the impact of the philanthropy's grants and strategies.

To complement grant making, the Executive Director will occasionally design and implement programmatic activities to highlight and explore issues within HFP's priority areas and to build consensus among advocates, practitioners, public officials, business and community leaders, and researchers on a course of action. S/he will also serve as a resource to the community in HFP's priority areas, represent the philanthropy to the media and general public, and build relationships to maximize the philanthropy's impact.

The Executive Director, working full-time or at 80% FTE, will be supported by shared administrative staff. Staff may also include a part-time Program Associate. With assistance from staff, s/he will have responsibility for grant making and grant administration, budgeting and financial administration, assessment and strategic planning, external relations, and board support. In carrying out these responsibilities, the Executive Director should provide energetic leadership and demonstrate integrity, a strong work ethic, and empathy for individuals and communities requesting and/or supported by the foundation's resources. To assist in identifying, vetting and monitoring grantees, the successful candidate will be active in the Baltimore community. HFP will give preference to candidates living in the Baltimore region.

#### Required Education and Experience

- ✓ Bachelor's degree
- ✓ Minimum of ten years of relevant experience and/or training
- ✓ Minimum three years of management (including supervision) experience in non-profit organizations (including foundations), public agencies, or academic institutions
- ✓ Demonstrated commitment to social, economic, and racial justice
- ✓ Experience working for or with non-profit organizations (some philanthropic experience preferred)
- ✓ Knowledge of philanthropy and the process of grant making
- ✓ Experience working with boards and committees preferred

#### Required Skills

- ✓ Self-directed in setting and meeting deadlines and objectives
- ✓ Excellent management, analytical, and strategic planning skills
- ✓ Excellent budgeting and financial administration skills
- ✓ Ability to evaluate and measure initiatives
- ✓ Demonstrated ability to supervise staff
- ✓ Capacity to build excellent relationships with Board members
- ✓ Ability to contribute to high level discussions about organizational strategy
- ✓ Demonstrated organizational skills, including ability to innovate and to refine practices
- ✓ Ability to develop strong relationships with diverse stakeholders and to work successfully in partnerships and coalitions

- ✓ Proven track record and demonstrated capacity to apply racial and gender equity lenses
- ✓ Excellent written and oral communication skills, active listening skills, and interpersonal skills
- ✓ Ability to represent the organization publicly
- ✓ Proficient in Word, Excel, and Access (Word Press desirable)

#### Work Environment and Physical Demands

Essential functions are typically performed in an office setting with a low level of noise. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Minimal travel is required.

The Hoffberger Family Philanthropies welcome applications from people of all backgrounds and experiences.

Applicants should submit a cover letter, including salary requirements, and a resume to [HoffbergerPhilanthropies@gmail.com](mailto:HoffbergerPhilanthropies@gmail.com) by **June 6, 2020**.