

Position: President and CEO

Reports to: Board of Directors

Function and Purpose of the Position:

- Provide philanthropic and management leadership in the operations of the Foundation
- Promote the Foundation's position as a leader in the programmatic areas as well as in the philanthropic sector

Job Summary:

The President is the Chief Executive Officer of the Foundation. Subject to the control of the Board, she shall have general supervision of the business of the Foundation and shall have such other powers and duties usually vested in such an officer, including but not limited to:

- The day-to-day administration of the Foundation
- Preparation of an annual budget and periodic reporting on the financial affairs of the Foundation
- Selection, employment, control, and discharge of employees, and development and maintenance of personnel policies and practices of the Foundation
- Supervision of the business affairs of the Foundation so as to ensure that policies and programs are implemented and funds are disbursed to the best possible advantage
- Performance of duties, not inconsistent with the Bylaws of the Foundation, as specified by the Board that may be necessary in the best interests of the Foundation

Job Duties:

Leadership

- Assure that the Foundation has a long-term strategy that achieves its mission and toward which it makes consistent and timely progress
- Provide leadership in developing program, organizational, and financial plans by monitoring standards in the field and make recommendations on operating policy
- Provide Board with sufficient information to make sound policy decisions
- Maintain a working knowledge of significant developments and trends in the field to enhance the effectiveness of the Foundation
- Initiate and develop relationships with individuals and organizations to help inform effective program and governance policies within the Foundation
- Participate in appropriate local, regional, and national conferences, events, and workshops that relate to the Foundation's growth and impact in the community
- Maintain official records and documents
- Ensure compliance with federal, state, and local regulations

Board and Committees

- Develop and maintain solid, collaborative working relations with the Board and its individual members and provide them with the information and guidance necessary to make informed decisions
- Prepare materials and agenda for meetings, arrange locations, and provide timely notification to Board and Committees
- Ensure the Board and all Committees meet regularly in accordance with their charters
- Execute the decisions of the Board promptly and accurately
- Maintain records of all meetings
- Serve as catalyst for information sharing among Board members
- Research issues and trends in grantmaking and keep Board members apprised
- Assist individual Board and Committee members as requested
- Regularly update the Board on Foundation business

Grantmaking Programs

- Ensure the effective management of funds disbursement within the guidelines established by the Board
- Keep apprised of and involved in issues relevant to the Foundation's grantmaking priorities
- Develop and manage grantmaking process with Board input and direction
- Participate in strategy design with programmatic staff and Committees
- Provide leadership and convening role as a local funder in community
- Participate in projects with funders, agencies, and grantees in areas of programmatic involvement when appropriate

Personnel Management

- Assure that the highest possible standards of management are installed and supported throughout the organization in the successful pursuit of the Foundation's financial and programmatic goals
- Develop and maintain a personnel system to employ, train, evaluate, and compensate staff
- Create an atmosphere conducive to growth, learning, and improved performance

Fiscal and Investment Oversight

- Provide sound budget management as regards the Foundation's operating budget
- Prepare annual budget for upcoming year for review and approval by the Board
- Collect, organize, and submit pertinent financial and investment information to Finance Committee and Board
- Maintain all financial and investment information in an up-to-date and organized fashion

- Communicate regularly with Foundation's accountants and investment managers
- Ensure that fiscal matters are conducted in accordance with accepted standards of accounting, regulatory agencies, and policies established by the Board

Communications and Public Relations

- Develop and maintain appropriate relationships and communications with the Board, grant applicants, grantees, fellow grant makers, the public, and all others in a manner that represents the Foundation in the best possible light
- Represent and serve as a spokesperson for the Foundation to the general public, nonprofit community, and other funders
- Plan, supervise, and coordinate all publications of the Foundation
- Inform the Board in a timely fashion when aware of any new information or development that may seriously impact the Foundation
- Maintain and update the Foundation's website as needed