



THE L.B. RESEARCH AND EDUCATION FOUNDATION

Executive Director

The L.B. Research and Education Foundation was founded in 1997 by Dr. Gerald D. Buckberg, M.D. to foster creativity, innovation, research and education for people of every discipline and culture, empowering them with opportunities to further themselves and enable them to make an impact in their community.

Currently, Dr. Buckberg's two daughters and trusted friends and colleagues sit on the Board of Directors. The Executive Director reports to the Board of Directors, and is responsible for implementing the Foundation's day-to-day operations, communicating with the Board and external and internal stakeholders, overseeing the Foundation's financial and legal responsibilities, managing the Foundation's grant applications and processes, and ensuring preservation of the Foundation's values, vision, and mission.

Major Responsibilities:

Board of Directors

1. Provide leadership in developing programs, organizational and financial plans with the Board of Directors, and carry out plans and policies authorized by the Board.
2. Assure that the Foundation has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
3. Promote active and broad participation by the Board of Directors in areas of their expertise matched with areas of the Foundation's work.
4. Ensure that the Board of Directors is kept fully informed on the condition of the Foundation and important factors influencing it.
5. Oversee the preparation of written agendas, grant proposal reviews, and other matters requiring Board action, including meeting logistics.
6. Manage, with the Board Chair, all quarterly Board and committee meetings.

Programs

1. Work with the Board of Directors to establish, maintain, and implement the Foundation's grant focus and priorities.
2. Oversee and/or review grant applications with the Board of Directors that focus on, but are not limited to, scholarships for students in the MD/PhD programs at selected universities, as well as access to opportunities in education and the arts for students from underserved communities in the U.S.

3. Establish sound working relationships with universities and nonprofits that have received grants from the Foundation and with potential grantees of the Foundation.
4. Maintain a working knowledge of significant developments and trends in the field.

Finance/Legal

1. Develop and maintain a budget grounded in sound financial practices and work in concert with the CFO and the Foundation's Investment Advisor to ensure that adequate funds are available to make grants in a timely manner and permit the organization to carry out its work within its Board-approved budget.
2. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
3. Monitor the work of the Foundation's Investment Advisor and ensure that reports are presented to the Board of Directors in a timely manner.
4. Confer with the Foundation's legal counsel, as needed.

Ideal Experience:

- Over ten years of management experience gained in a mission-driven organization, a family-owned organization, or nonprofit.
- Excellent business judgment and analytic ability to know what will be a good investment to be made on behalf of the Foundation.
- Five to ten years of experience working with a Board.
- Excellent organizational, interpersonal, and communication skills.
- An undergraduate degree is required.

Ideal Characteristics:

- Commitment to the values, vision, and mission of the L.B. Research and Education Foundation.
- Comfort and ease working with family members who are on the Board of Directors.
- Personal and professional integrity that will reflect positively on the Foundation both internally and externally.

Equal Opportunity:

- The L.B. Research and Education Foundation is an equal opportunity employer and welcomes a diverse candidate pool.

The above job description is intended to describe the general nature and level of work summary of the typical functions of the job and duties may differ from those as outlined above.

Benefits and Salary:

This is a remote, part-time position with flexible hours. Salary and benefits are commensurate with education and experience. Covid-19 precaution(s) include:

Virtual interview process
Social distancing guidelines in place
Virtual meetings

Application Instructions:

To apply for this position, please send cover letter and resume to: resumes@thelbfoundation.org