



## **Walker Foundation Executive Director Search**

### **OVERVIEW**

The Walker Foundation is a private family foundation established in 1972 and is guided by the family's values of faith, family and stewardship. The Foundation has focused its giving on educational opportunities for the children of Midtown, enriching Jackson's arts and cultural institutions, and conservation of the region's natural resources. The Foundation is guided by a board of family members and trusted advisors working together to carry on the values and legacy of the Walker Family.

In addition to their efforts to restore and protect Mississippi's natural habitats, the Walker Foundation was instrumental in revitalizing the Midtown region of Jackson, Mississippi, investing time and funds, helping to build public private partnerships, and encouraging cross-sector collaboration focused on lifting the community out of poverty. With the family's 3<sup>rd</sup> generation, the Foundation will launch an additional program area focused on education and mental health over the next 12 - 18 months.

The Executive Director will have overall responsibility for the Walker Foundation's operations, grantmaking, governance, and fulfillment of its mission. He or she will work from the Foundation office in Jackson, Mississippi and remotely when necessary.

### **THE POSITION**

The Executive Director reports to the Board of Trustees (4 family and 3 nonfamily) and is responsible for the day-to-day leadership of the organization including:

### **Governance**

1. Work with the Foundation office to ensure that the Foundation is current with state and federal filings.
2. Follow best practices for implementing family foundation policies and procedures.
3. Develop a strategy for engaging the family's third generation in philanthropy.
4. Codesign a process with the Walker Family for preparing the next generation for board service.



### **Grantmaking**

1. Identify opportunities—partnerships, collaborations, and investments—that increase the impact of the Foundation’s efforts.
2. With the Trustees, participate in the examination of new / special areas of interest.
3. Field family members’ philanthropic inquiries and respond as necessary.
4. Oversee grant management including:
  - Respond to inquiries by prospective grantees
  - Evaluate proposals
  - Conduct site visits

### **Operations & Administration**

1. Ensure systems, policies, and procedures are in place to support future growth.
2. Help the Board establish annual objectives and ensure goals are achieved (including the preparation of an annual budget).
3. Organize Board and family meetings.

### **External and Community Relations**

This position functions as a goodwill ambassador for the Foundation by:

1. Working directly with community leaders and fostering strong relationships.
2. Facilitating collaboration and partnerships with community organizations and other funders.

### **IDEAL CANDIDATE**

The Executive Director is an innovative strategic thinker who can guide the Walker Foundation into its next phase of growth. The Walker Foundation seeks an Executive Director who can work well with multiple generations of a family and who has the communication and interpersonal skills required to be an effective and inspiring public-facing representative of the Foundation.



## **QUALIFICATIONS**

- Candidates should have experience in a philanthropic and /or nonprofit leadership, preferably within a family enterprise.
- Excellent interpersonal skills to build relationships and interact with Trustees and community members.
- Experience interacting with young people in a professional setting.
- Excellent written and verbal communication skills.
- Effective time management skills.
- Education: Bachelor's Degree from an accredited college or university; Master's degree a plus.

## **TO BE CONSIDERED**

Candidates who meet the above qualifications are encouraged to apply. A current resume and cover letter articulating your interest and fit for the role should be submitted electronically to Belinda Styres at [bstyres@walkercos.com](mailto:bstyres@walkercos.com)

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