



## ***POSITION DESCRIPTION AND CANDIDATE PROFILE***

### ***Executive Director – Stranahan Foundation***

#### ***The Client:***

The Stranahan Foundation was created in 1944 by brothers Frank D. and Robert A. Stranahan, founders of the Champion Spark Plug Company in Toledo, Ohio. Today, the Foundation is governed by a Board of Trustees comprised primarily of family members who are descendants of Frank and Robert. The Board also includes non-family members whose expertise is beneficial to the Foundation's work. Many family members also volunteer their time to serve on various committees and participate in the Foundation's grant making programs.

Aligned with the principles of diversity, equity, and inclusion, the purpose of the Stranahan Foundation is to assist individuals and groups in their efforts to become more self-sufficient and contribute to the improvement of society and the environment. The Stranahan Family and their foundation believe in helping others to become independent and responsible citizens; in respect for oneself, for others, for the community and for the environment; in freedom of thought, speech, religion, and economic choices within a just and democratic society; in the courage to embrace change, and as necessary, to take the initiative to bring about positive change.

The Foundation supports a multitude of important programs that fit within five priority areas of interest which are as follows: Education, Physical and Mental Health, Ecological Well-being, Arts/Culture, and Human Services. This support is made possible by the foresight of the founders and the thoughtful decision-making of the Board of Trustees, who work to ensure that all of the Foundation's grant-funded programs reflect the Foundation's values, further its mission and advance its priorities.

The Stranahan Foundation has assets in excess of \$120 million, and last year awarded grants totaling approximately \$6 million. The two core grantmaking programs of the Foundation are Community Stewardship and Early Childhood Education. In recent years, family members' interests have been reflected by establishing the Ecological Well-Being (ECO) Focus Group. There are over 230 living descendants of Frank and Robert Stranahan who live across the United States. Family members may recommend non-profits within their individual communities to seek funding from the foundation through grant requests; therefore, the Foundation's grantees are located nationwide.

#### ***The Opportunity***

The Stranahan Foundation is seeking a values-aligned Executive Director to lead the day-to-day operations of the Foundation and assist the multi-generational family and nonfamily Board in developing the Foundation's future strategy. The Executive Director will be responsible for preserving the mission, vision and values of the Foundation and representing the family and the Foundation with both internal and external constituencies. This is an excellent opportunity for a



collaborative and strategic leader, who is fulfilled by helping others achieve their goals through effective grantmaking. It is an opportunity to embrace this Foundation's proud legacy and history and continue its purpose and mission.

***Location:*** Toledo, OH\*

\*Exceptionally qualified candidates may work remotely but must commit to being in Toledo a minimum of five days per month.

***Reports to:*** The Board of Trustees

***Works closely with:*** Foundation staff – two Program Managers, a Finance and Human Resources Administrator, a Grant Administrator, and an Administrative Assistant; family members; important grant-funded programs and nonprofits which support shared areas of interest.

### ***Toledo, Ohio***

Toledo, Ohio's fourth largest city, is situated on the Maumee River and lies at the western tip of Lake Erie. Because it also sits on the border of Michigan, the city has strong ties with Detroit, which is only 40 miles away. The city offers an outstanding cost of living, in a mid-sized city with fine schools and access to good healthcare, along with many cultural and entertainment pursuits, including a vibrant and unique restaurant scene.

Nicknamed "The Glass City" because of its long history of glass manufacturing, Toledo is currently home to four Fortune 500 companies, including Owens Corning, Owens Illinois, Dana Corporation and The Andersons. The Toledo Museum of Art is renowned for its collections of Renaissance and modern art, and the city supports an opera, symphony, and ballet company. The Toledo Zoo consistently ranks as one of America's best zoos and is often ranked the number one zoo.

Sports fans are able to support many teams in Toledo. The Mud Hens minor-league baseball team are beloved in the city, but Toledo is also home to a hockey team and a soccer team, amongst others, and has been a host many times to golf tournaments and wrestling championships. The Toledo Speedway holds stock car races as well as concerts. If your interest is college sports, Ann Arbor is a 45-minute drive from Toledo. The Toledo Metroparks system includes 12,000 acres of parkland which includes biking trails as well as a botanical garden.

The Stranahan Family have been generous benefactors of the city for generations.

### ***The Executive Director's Responsibilities***

The Executive Director's mandate is to ensure the continuance of the Foundation's mission by engaging family members, setting and executing strategic direction with the Trustees,



empowering staff, and serving as an “ambassador” of the Foundation with important external constituencies.

- Promotes a positive image of the family and Foundation by adhering to a high level of professional standards and ethics and by maintaining professional and technical knowledge and implementing best practices.
- Along with the Board of Trustees, sets long term strategy for the Foundation, and oversees its implementation.
- Proactively engages family members, generating enthusiasm for the Foundation and its mission, increasing family members’ participation on committees as well as their overall involvement, facilitating succession planning for Trustees. Designs education and training modules and uses technology to promote the engagement of the fifth generation, given the demands on their time.
- Collaboratively leads and empowers a high performing, service oriented Foundation staff while “rolling up their sleeves” to execute what needs to be done while overseeing daily operations.
- Clearly defines staff members’ roles, responsibilities, and their expectations of staff. Sets performance objectives for the team and conducts performance reviews; responsible for hiring, firing, training, and supervising staff; establishes and maintains a professional work environment; oversees all human resource issues and policies.
- Participates in the design and maintenance of an efficient and effective business operation including the infrastructure of systems, processes, policies, standards, and procedures to maintain professionalism, proper internal controls, and regulatory compliance. Leverages technology to enhance operational and strategic outcomes.
- Develops and monitors the Foundation’s budget ensuring prudent financial management of the organization’s funds; institutes and oversees spending policies; track investments to ensure the foundation assets are being prudently managed; reviews legal matters to be certain the Foundation and grantees are compliant.
- Cultivates, builds, and maintains strong relationships with a wide range of partners and grantees, at both the local and national level, for greater social impact.

### ***Ideal Candidate***

The Executive Director (ED) will be a strategic leader with the ability to identify trends and opportunities. They will exhibit polish, professionalism, and self-confidence, yet be humble and down to earth, warm and welcoming, with a good sense of humor. Experienced working with multi-generational families, the ED will engage family members and effectively modulate between clients of all ages and will be diplomatic, objective, respectful and non-judgmental in all interactions. Skilled in consensus building and conflict resolution, this individual will work with individuals to find a solution or a compromise which benefits the organization as a whole. The



ED will serve as a collaborative and empowering leader who values the opinions and input of others.

- Minimum of ten years of management experience. A track record of building and leading strong teams as a collaborative and empowering leader. Expertise in human resource issues and policies.
- Strong financial background to oversee the Foundation's budget, spending policies, and endowment.
- Knowledge of and experience with legal issues and compliance related to foundations and grantees.
- Technologically savvy and process-oriented to create efficiencies and leverage the time of staff, Trustees, grantees, and family stewards.
- Familiarity with professional grantmaking and experience working within a mission driven organization.
- Excellent interpersonal and communication skills to engage family members, generate enthusiasm for the Foundation and its mission and cultivate and maintain relationships with grantees and other external partners.
- Experience working with multi-generational families beneficial.
- Good business judgment to identify good program investments and/or use of Foundation funds.
- Successful experience working with a Board.
- Commitment to the values and beliefs that embody the mission and philosophy of the Foundation.
- A sense of stewardship and a perspective on the role of non-profits and philanthropy in society, including sensitivity to the issues of trusteeship and the public interest.
- Comfortable working with family trustees and nonfamily trustees who will have the ultimate decision-making authority.
- An individual of unquestioned personal and professional integrity that will reflect favorably on the Foundation both internally and externally.
- Keen intelligence; a fast learner with a quick mind.
- Experience with change management and succession planning beneficial.
- An undergraduate degree is required; a master's degree is preferred.

### ***Compensation***

A competitive compensation and benefit package will be offered, commensurate with the role, responsibilities, and market – and the background and experience of the individual.



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