



# Sample Job Description

## *President and CEO - Role Oriented Description*

### Job Summary

Responsible for the development of all policies, internal grantmaking procedures, research to support grantmaking initiatives, and directing of all administrative and program activities of the Foundation which includes, but is not limited to, the effective use of financial resources, maintenance of financial record systems, coordination of legal matters with outside counsel, direction and supervision of all communications with grantees and publics, some of which include newsletters, request for proposal publications, community education symposia, press releases, and annual reports.

### Reporting Relationship

The president and CEO reports to the Foundation Board of Trustees.

### Professional Responsibilities

In partnership with the Board of Trustees, the major role of the President and CEO is to provide leadership and guidance in establishing guidelines, policies, and procedures for grantmaking and operations of the organization. The president and CEO is responsible for:

- < Developing organizational structure and staffing;
- < Creating links with community constituents so the highest degree of impact can be achieved through the most effective use of resources;
- < Developing and maintaining a high level of awareness of the needs of the community through regular assessment and evaluation of relative needs;
- < Establishing procedures for monitoring and evaluating the effectiveness of funded programs;
- < Ensuring that appropriate methods, systems and procedures are in place to review programs;
- < Collaborating with the Board of Trustees to develop Board and committee meeting schedules and agendas that meet the needs of the Board and management, and attending Board meetings.
- < Serving as spokesperson for and representing the Foundation to its various communities to educate and inform them concerning the organization's role, goals, objectives, philosophy, and accomplishments;
- < serving as Foundation representative on the XYZ Hospital Board of Trustees;
- < Actively participating in community, state and national foundation issues and activities to learn, understand and respond to the needs of those being served;
- < Orchestrating the various efforts so that a team orientation is developed and both Board members and staff feel involved, committed, and have appropriate access and input; and
- < Ensuring that each member of the Board is well-informed with respect to the Board's responsibilities and Foundation activities.

### Professional Requirement

Advanced degree in health, education, or social sciences and demonstration of strong leadership, communication, and organization skills as a senior executive in an education, health, or philanthropic organization.