



Sample Job Description

President and CEO - Role Oriented

Job Summary

Responsible for the management of the Foundation, qualified as a charitable organization under the Federal Internal Revenue Code Section 501 (c) 3 and classified as a private foundation pursuant to Section 509.

Reporting Relationship

Responsible to the Board of Directors pursuant to the bylaws of the Foundation and such policies, practices and procedures as the Board from time to time shall prescribe. The president answers directly to and consults with the Chairman of the Board.

Typical Duties

Proposes to the Board policies, programs, practices, and procedures to accomplish each of the Foundation's functions outlined below and is responsible for implementing such policies, programs, practices, and procedures as the Board approves.

Administers the daily operation of the Foundation and is authorized to sign all documents, speak, write and publish for the Foundation, initiate and finalize financial processes, and administer, review, and manage all other activities for the Foundation unless specifically prohibited by the bylaws.

Awards grants and monitors program-related investments and the operation of programs through which the Foundation elects to achieve its charitable purposes.

Manages the assets, resources and finances of the Foundation including the review of the investment of Foundation funds. Maintains close liaison with the Foundation funds. Maintains close liaison with the Foundation Treasurer in all financial matters.

Designs and administers office, financial accounting, and other systems necessary to carry out the affairs of the Foundation.

Recruits and supervises staff.

Complies with local, state, and federal laws, including the filing of all tax and other forms necessary to continue the Foundation in good standing as a charitable organization under state and federal law and preserve its tax status.

Develops and maintains appropriate relationships and communication with applicants, grantees, fellow grantmakers, the communication media, the public and its officials and all others with whom it is necessary or desirable for the Foundation to relate and communicate.

Provides technical assistance to nonprofit organizations, including proposal reviews, literature searches, and networking with similar organizations.

Provides the community with staff time and expertise to assist, where possible, in resolving community problems and in generating new ideas.

Carries out all other traditional functions associated with the position of the president and Chief Executive Officer unless otherwise prohibited by the bylaws.