



# Sample Job Description

## *President - Role Oriented Description*

### Job Summary

The president is responsible for the operational management of the Foundation and implementation of policy as articulated by the Board of Directors. Responsible for research and analysis of grant requests and preparation of reports and other related materials. Responsibilities also include oversight of compliance by grantees of any agreements between the Foundation and grantees, as well as monitoring of reports submitted by grant recipients.

The President will also perform research and analysis of various issues of interest to the Foundation as needed, and will propose policies, programs, practices and procedures to accomplish each of the Foundation's functions.

### Reporting Relationship

The president reports to the Board of Directors.

### Typical Duties

The president coordinates the activities of all consultants and consulting services including attorneys, accountants, auditors, investment counselors, bank, securities custodians, public relations advisors, and others.

The president is also responsible for leading the Foundation's visibility efforts. Duties may include, but are not limited to, serving on boards of directors, committees, professional organizations, community-related organizations, or other groups whose goals are consistent with the mission of the Foundation. The president may also be actively involved in collaborative and/or cooperative efforts undertaken by Foundation grantees. This may include serving on planning, governing, or advisory committees for programs funded by the Foundation.

The president will be responsible for administration and coordination of all correspondence, minutes of Board and Committee meetings, publicity, grant solicitations, and the solicitation of any expertise required in the investigation and evaluation of grant requests.

The president will develop and maintain relationships and communicate with applicants, grantees, other grantmakers, community leaders, public officials, and others, as necessary to further the Foundation's goals.

The president will prepare the annual budget for the approval of the Board of Directors and thereafter monitor the budget, financial reports and audits of the Foundation. The president will also make all disbursements authorized by the Board of Directors and, in coordination with legal counsel, will oversee and ensure appropriate compliance with all government requirements.

The president will also maintain the Foundation office, supervise staff, and be responsible for custody of all Foundation records.