



Sample Job Description

President and CEO - Role Oriented Description in the Form of an Advertisement

Organization

Established in 19xx with the assets of the sale of the ABC Health Plan, the Foundation is the only private grantmaking foundation in the Anywhere, USA community solely dedicated to improving the health of individuals and the public. Maintaining its roots in the ABC Health Plan, the Foundation is a membership organization. The foundation awarded its first round of grants in 19xx of approximately \$500,000 for projects to increase access to primary prevention and health promotion services in the Anywhere metropolitan area. The Foundation anticipates its annual grant awards to be \$500,000 to \$750,000. Since its establishment, the Foundation has been managed by a consulting firm and an active Board of Trustees. The Board has recently decided to hire its first President/CEO and is seeking an outstanding leader to direct its grantmaking activities and to represent the Foundation in the local community as well as nationally.

Responsibilities

Reporting to the Board of Trustees, the President/CEO is responsible for the strategic, programmatic, financial and administrative operations of the Foundation in the community and nationally; establishing a new office, and initiating the administrative tasks inherent in launching a new enterprise. The job consists of three broad areas of responsibility.

- < *Grantmaking.* The president and chief executive officer will develop a process to solicit and recommend grant requests for the Board's consideration. He/she will prepare requests for proposals, establish a process to review grant applications, provide guidance and technical assistance to grantees, and develop evaluation criteria for grantees. Most importantly, the president and chief executive officer will reach out into the community to identify unmet health needs for the Foundation to consider.
- < *Community Affairs.* The president and CEO will lead the Foundation in its role as a valuable community health resource. This will involve being a convener of health leaders, policy makers, providers and community leaders to discuss local health issues, and providing the information needed to increase understanding of the nature and scope of the issues. Additionally, the president and CEO will develop appropriate relationships with members of the Foundation, grantees, fellow grantmakers, the media community officials, a cadre of health leaders in the community, and general public.
- < *Operation.* The president and CEO will be responsible for setting up the office and administrative procedures, developing and overseeing an operating budget, directing communications efforts and assisting the Board in defining the role of the Foundation members. Additionally, the president and CEO will work closely with the Finance and Investment Committee in all matters relating to the Foundation's investments and finances.

Qualifications

The successful candidate will be a leader with strong administrative skills who has a record of accomplishment and respect in the nonprofit community. He/she will possess most if not all of the qualifications listed below.

- < Significant experience in the nonprofit sector; ideally knowledgeable in grantmaking and familiar

- with the health community;
- < Demonstrated experience in launching and leading a new enterprise;
- < Demonstrated experience in working with and educating a diverse Board, many committees, and a citizen activist community;
- < Demonstrated creativity and innovation, vision, imagination and patience in previous and current positions;
- < Excellent interpersonal skills; the successful candidate must be diplomatic, charismatic, persuasive, and credible to a wide variety of audiences;
- < An analytical thinker with strong planning and financial management skills;
- < High energy, self-direction, stamina and a strong work ethic; and
- < An advanced degree in health-related discipline would be an asset.

Compensation

Compensation for this opportunity has been designed to attract a person of significant accomplishment.