



Sample Job Description

President and CEO Serving on the Board of Trustees

Job Summary

The president and CEO is responsible for the overall program, compliance, communication and administrative activities of the Foundation, accountable directly to the Board of Trustees.

Specific Responsibilities

- < Leadership of the strategic planning effort for grantmaking, including program priorities and continual reassessment through vigorous interaction with the broader community and rigorous data analysis;
- < Overall direction and management of programs which the Foundation may initiate and operate itself in accordance with its tax status; oversight of grantmaking priorities, and process, Board presentations and monitoring;
- < Serving as a catalyst for community collaboration; developing the Foundation as a resource for the community in improving the health of its residents;
- < Presentation of the Foundation to external constituencies, assuring that the mission and the programs of the Foundation are accurately understood and carried out. External constituencies include applicants, grantees, community organizations, other philanthropic entities, the media, government and the public in the geographic area served by the Foundation;
- < Responsibility for general administration of the Foundation, including financial systems, human resources, budget preparation and reporting, information systems and office policies and procedures;
- < Implementation of the investment policy as adopted by the Board of Trustees, management of assets and resources in accordance with sound business and philanthropic practices;
- < Compliance 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 to preserve its tax status; and
- < Serving as a member of the Foundation Board of Trustees as a voting, ex-officio member of all committees except audit and nominating.