



Sample Job Description

Executive Director - Task Oriented Description

Job Summary

The executive director has overall responsibility for the operation of the Foundation including the development, recommendation to the Board, and implementation of policies; the development and implementation of grantmaking procedures; the development of administrative systems; the representation of the Foundation to community organizations, health care and human services institutions, the business community, and the news media; and serving as staff to the Board.

Reporting Relationship

Reports to the Board of Directors.

Qualifications

- < Masters degree in social sciences, human services or related field. Eight to ten years of progressively responsible experience in health care, philanthropy or social services, including supervisory and administrative assignments. Integrity, tact, incisiveness, strong communication skills, analytical and reasoning skills, problem solving skills, good interpersonal skills, agility to manage multiple assignments, knowledge of the community served by the Foundation, a quick study, a team player and excellent oral and writing skills also required.

Typical Duties

Identify the needs for the delivery of quality health care and related services in the community which provide opportunities for innovative grantmaking within the mission of the Foundation;

Exercise the role of facilitator around community issues, convening relevant parties, building relationships and new institutional arrangements;

Develop requests for proposals for grant funding to address the identified needs following research and consultation with community leaders, human services agency executives, and health care providers;

Initiate ideas and provide policy and procedural information and guidance as needed by potential grantees;

Review requests for grant relevance and appropriateness to Foundation priorities;

Review financial condition and management competency of potential grantees to assure the capability of the organization to meet the objectives and performance standards of the potential grant;

Following consultation with the Grants Committee of the Board, prepare for Board meeting agenda, a summary of requests for funds being recommended and analysis papers relevant to requests and provide reports of the progress of grants;

Develop reporting mechanisms for grant recipients to monitor the achievement of grant objectives within financial and programmatic guidelines;

Represent the Foundation through public speaking engagements, various committee participation, and contacts with community groups;

In consultation with finance committee, provide for the implementation of financial systems required for proper administration;

Assure the accurate and timely distribution of authorized funds to grantees;

Assist the Finance Committee in preparing and presenting financial reports to the Board;

Prepare annual budget of the Foundation;

Provide for office space, computer, software, furnishing and telephones;

Provide administrative support to the Board;

Arrange for ongoing strategic planning with Board Committee to evaluate goals, objectives, and priorities of the grantmaking process of the Foundation; and

Oversee compliance with local, state, and federal laws necessary to keep the Foundation in good standing and maintaining its legal status.

The executive director shall be hired “at will” and shall be evaluated annually by the Personnel Committee in consultation with the Board of Directors. The position is full-time exempt.

The above statement is not to be considered an exhaustive description of the duties which may be required in the position.