



Sample Job Description

Executive Director for a New Foundation - Task Oriented Description

Job Summary

The executive director shall function as the Corporation's chief operating officer and shall have the authority, power and responsibilities commensurate therewith as stipulated in the bylaws and described in the job description.

The executive director shall implement all policies of the Board and perform all duties assigned to her/him by the Board or Chairperson; shall submit to the Board and committees such reports as the Board may require; shall administer the fiscal policies and procedures as developed by the Board and shall assist in the preparation of the annual budget for presentation to and adoption by the Board; shall provide support to the Board; and shall perform such other functions as the Board may direct.

Typical Duties

Leadership

- < Take a leadership role in implementation of Foundation's mission and policies; recommend and monitor standards and principles for conduct of Foundation business; make recommendations to Board on operating policy; provide Board with sufficient information to make sound policy decisions;
- < Develop a knowledge of the Foundation's funding areas; establish and maintain ongoing relationships with individuals and organizations which can provide information and insight to enhance the effectiveness of the Foundation; actively seek ways in which the Foundation can respond proactively to the needs of the community and make recommendations to the Board for appropriate actions;
- < Develop programs for Board education in areas of grantmaking priorities, Foundation governance, and management issues affecting the philanthropic community;
- < Keep abreast of community needs and interests as they relate to the Foundation's mission and goals; initiate and participate in meetings with other individuals and organizations to strengthen the Foundation's effectiveness; and
- < Participate in appropriate local, regional, national and affinity group conferences, functions and workshops sponsored by Council on Foundations, regional association of grantmakers, Grantmakers In Health, or other organizations which relate to the Foundation's development, growth and impact in the community.

Board and Committee

- < Schedule meetings, arrange location and provide timely notification to participants;
- < Execute the decisions of the Board of Directors promptly and accurately;
- < Prepare agenda in conjunction with appropriate chairperson;
- < Prepare minutes in a timely fashion for review by Chairperson and make minutes available for the next committee or board meeting; and
- < Maintain records of all meetings including the minutes and all pertinent attachments, including but not limited to reports, correspondence, forms, etc.

Grants

- < Draft /revise grant guidelines and application forms;
- < Draft /develop request for proposals with Board input and direction;
- < Screen grant applicants for legal qualifications to receive a grant;
- < Manage grantmaking process and work with Grants Committee Chair to ensure smooth committee operations;
- < Screen all applications for completeness and request additional information or documentation if necessary;
- < Review funding proposals and draft reports;
- < Maintain software and input grant data in timely fashion;
- < Provide technical assistance to grantees;
- < Maintain and develop relationships with the nonprofit sector,.
- < Identify successful organizations to submit proposals;
- < Provide leadership and convening role;
- < Organize and present completed applications for review by the Grants Committee Chair and then by the Committee;
- < Provide insight and counsel to the Grant Committee;
- < Follow up on all grants to assure the funds were spent as intended and assess the final outcome of the grant project; submit written reports of the follow-up to the Committee; and
- < Provide for the disbursement of funds as per policies and procedures.

Fiscal/Investment

- < Annually prepare, with the Chair, budget for upcoming year, using past year to project future revenues and expenditures. Prepare for review and approval by the Board;
- < Maintain all financial and investment information in an up-to-date and organized fashion;
- < Promptly inform the officers of any possible financial problems and/or irregularities;
- < Submit quarterly financial report to the Board including a listing of all expenses;
- < Communicate on a regular basis with Foundation's accountants and financial and investment managers and advisors;
- < Collect, organize and submit all pertinent financial and investment information to the Foundation's officers and the Investment Committee;
- < Attempt to minimize operating expense. Retain minimal additional staff as necessary to accomplish clerical duties to allow for most efficient use of executive time to complete important Foundation projects and to carry out mission of Foundation; and
- < Assist, based on direction from the Chair and Board, in obtaining donations to the Foundation.

Communications/Public Relations

- < Develop and maintain appropriate relationships and communications with the Board, grant applications, 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;
- < Represent and serve as spokesperson for the Foundation to the general public, special constituencies, potential donors and other organizations or entities. Actively seek opportunities to speak for the Foundation before groups and on occasions that will further the goals of the Foundation;
- < Plan, supervise and coordinate all research and publications of the Foundation;
- < In conjunction with the Board of Directors, produce an annual Foundation report; and
- < Inform the Foundation's Chair (or other officer if not available) in a timely fashion when aware of any new information or developments that may seriously impact the Foundation.

Policies & Procedures

- < Maintain the Board's policies and procedures (P&P) for the day-to-day operation of the Foundation. The P&P should include but not be limited to: 1) the handling of all financial transactions including the transfer of funds, writing of checks and the disbursement of grant money; 2) the entire grant process including the application, review, approval, notification and follow up; and 3) purchasing of equipment and supplies;
- < Annually review the P&P. Submit changes to the Board annually for approval along with recommendations for revision if necessary; and
- < Follow policies & procedures and oversee other staff to assure compliance.

Records Maintenance

- < Maintain written records of all meetings, correspondence, grant requests, forms, and financial transactions;
- < Maintain records in a safe, organized, and readily retrievable manner; and
- < Maintain and attempt to acquire records, documents, photographs, and other related materials pertinent to the history of the Foundation.

Performance Improvement

- < Submit a list of improvements and achievements made the previous year and a list of goals for the upcoming year for review by the Compensation Committee.