

COUNCIL ON FOUNDATIONS
Vice President for Programs and Constituency Services

The Council on Foundations is a membership organization of more than 2,000 grant making foundations and giving programs worldwide. The Council serves as a thought leader in the broad and diverse field of philanthropy and delivers a dynamic array of educational programs, legal services and networking opportunities to members and others engaged in philanthropy.

The Vice President for Programs and Constituency Services provides executive leadership, vision, and oversight for the direct programs and services related to the Council's voting member constituencies—community foundations, corporate foundations, family philanthropy and giving programs, and to those programs and initiatives that directly serve these constituencies; and the Conference division.

II. Major Duties and Responsibilities

1. Leadership and Vision

- a. Advances the overall growth and development of organized philanthropy, through direct programs and services to family and community foundations and corporate foundations and giving programs; and to those initiatives serving these constituencies including International Programs and Professional Education and External Relations.
- b. Maximizes the potential of each of the Council's voting-member constituency groups and the field, via existing governance structures, including the Committee on Community Foundations, Corporate Committee, Family Philanthropy Committee, as well as various task forces, initiatives and Committees serving Professional Education and International Programs.
- c. Leads a joint process to clarify what constituency services and education will be provided on a national level, and/or what are best done on a regional or local level.
- d. Oversees the design and implementation of new programs, services, and policies that meet the needs and expectations of the field and carry out the mission and goals of the Council.
- e. Supports the Conference Division in the development and content of conferences and workshops for constituencies (specifically the Family Philanthropy Conference, the Corporate Track at the Annual Conference, or other venues they select and the Fall Conference for Community Foundations).

- f. Partners with the Public Policy Division in the identification and planning of appropriate research supporting the work of the field through the Council, and in developing and advocating for enhanced public policy support for the sector broadly and specific to respective constituencies.
- g. Partners with the Public Relations and External Relations Division in the development and distribution of all communications to the field, and the general public on behalf of our constituencies; and works to align appropriate coordination of services throughout the philanthropic infrastructure.
- h. Partners with the Legal Division in the analysis and education of the field relating to legal and regulatory issues affecting specific constituencies and the broader field.

2. Management and Supervision

- a. Establishes annual and longer-term service priorities in concert with staff, committees and members.
- b. Identifies financial resources needed to provide services and obtains resources as needed.
- c. Maintains effective relations with other groups/departments to insure coordinated services directed at priority needs.
- d. Functions as an integral part of the senior management team charged with achieving the Council's missions and goals.
- e. Contributes to the creation of the Annual Operating Plans, the workplans, staffing and budgets to support implementation of such plans. Monitors staff performance and departmental goal attainment.

III. Working Relationships

- 1. **Internal:** Reports to the Executive Office, specifically the President/Chief Executive Officer, and the Executive Vice President and Chief Operating Officer. Relates to other senior staff for coordination purposes.
- 2. **External:** Steering Committee Chair. Works extensively with members, nonprofit organization leaders and collegial organizations.

IV. Minimum Work Requirements

- 1. **Knowledge:** Bachelors degree.
- 2. **Experience:** Experience in philanthropy, as a foundation or association executive responsible for policy and program development. Five years senior-level management experience, preferably with planning, budget, and public relations responsibility.
- 3. **Skills and Abilities:** Demonstrated success in forming and maintaining productive collaborations, and in developing consensus among diverse groups while addressing competing needs. Clear customer service ethic. Effective

management of highly involved stakeholders. Solid organization skills and ability to work both independently and in teams. Strong interpersonal skills, ability to organize and motivate groups of volunteers and employees, problem-solving skills, project design and development, and research skills. Excellent verbal and written communication skills. Strong supervisory skills.

V. Dimensions

1. **Supervision:** Management supervision of directors for community foundation services, family philanthropy services, corporate services and, International Programs, Professional Education and External Relations and Conference and Meeting Planning. Direct supervision of administrative staff within the division.
2. **Financial:** Managerial level responsibility for six departments.

Interested candidates should send cover letter and resume to:

Council on Foundations
Human Resources Department
Reference No. 448
1828 L Street, NW, Suite 300
Washington, DC 20036
EOE/AA