THE YOUNGSTOWN FOUNDATION
Executive Director Job Posting

Founded in 1918, The Youngstown Foundation is the fourth oldest community foundation in the country and the largest in the region with over $125M in assets. As one of the top ten grant makers in northeast Ohio, the Foundation awards over $8M annually to nonprofit organizations. The Foundation’s mission is to ensure the quality of life for the residents of Youngstown and vicinity through responsible grant making, secure partnerships with donors to fulfill their philanthropic vision, strong stewardship of its resources, and collaborative community leadership.

Job Description:

The Executive Director operates under the general direction of The Distribution Committee within the policies established by the most recently approved Resolutions and Trust Agreements and guidelines duly adopted and as consistent with applicable federal, state and local laws and provides leadership and direction in fulfilling and advancing the mission of The Youngstown Foundation.

- **ADMINISTRATION:** Serves as an ex-officio member of The Distribution Committee which has the responsibility for setting Foundation objectives and operating policies.

- **OPERATIONS:** Oversees the general operations of the Foundation including, but not necessarily limited to, defining and interpreting policies, development of processes, office management, establishment of standards of performance, hiring and supervision of employees and evaluation of performance.

- **GOVERNANCE:** Serves as the principal advisor to The Distribution Committee and the various committees on fundraising, funds management, donor relations, grants and distributions. Ensures timely and proper appointments to the Committee, conducts orientations and training of Distribution Committee members and all other committee members, and plans all committee meetings, agendas and background information and assures that minutes are prepared and distributed.

- **PUBLIC RELATIONS:** Acts as the spokesperson for the Foundation, representing it at public and private functions and cultivating positive public relations for the Foundation. Maintains an appropriate high level of visibility and community leadership for the Foundation and systematically interprets the Foundation’s purpose, projects and accomplishments.

- **MARKETING:** Promotes the development of effective philanthropy by building long-term relationships with present and potential donors, financial advisors, legal community, media, etc.; recommending and supporting methods to improve philanthropy and increase the yield
of benefits to the general community; prepares and publishes information on the Foundation and otherwise fosters public awareness and understanding of the Foundation; encourages and assists efforts to increase public and private resources committed to community development.

- **COMMUNITY LEADERSHIP:** As a committed civic leader, the Executive Director works to identify and address community needs; collaborates with local leadership and funders to promote common philanthropic goals.

- **FISCAL MANAGEMENT:** Works with Trustee to ensure annual Spending Policy guidelines; develops annual operating budget; prepares quarterly reports for Committee review; administers operating and grant funds in accordance with the budget or as otherwise directed by each specific fund. Ensures that annual audits reflect comprehensive processes and policies.

- **GRANT MAKING:** Supervises the grant request process and distribution of over eighty funds housed under the umbrella of the Foundation for community purposes in accordance with policies and procedures adopted by the Committee and/or designated by specific fund documents.

- **TRUSTEE/INVESTMENT MANAGEMENT:** Works with the Trustee, PNC Bank, and Committee to assure the proper management and prudent investment of Foundation funds.

- **DONOR RELATIONS/FUND DEVELOPMENT:** Ensures a sustainable asset base by building long-term relationships with key donors and fund holders based on mission, donor intent, stewardship and sound fiscal management. Oversees all fund development including identification of new donors and referral resources.

- **OTHER DUTIES:** Performs all other duties as required to fulfill the Foundation’s mission

- **QUALIFICATIONS:**
  ✓ High degree of professionalism, mature judgement, ethical conduct, integrity and commitment to the community
  ✓ Eloquent oral and written communication skills
  ✓ Confirmed management and leadership experience
  ✓ Proven strength in project development, critical and strategic thinking, creative and innovative problem solving, personal initiative and commitment to high level of service
  ✓ Results oriented; able to work independently as well as collaboratively
  ✓ Willingness to serve in a public and visible role requiring numerous presentations, meetings (often outside of the regular work week) and occasional travel
  ✓ Education: bachelor’s degree in related field is required; advanced degree strongly preferred
  ✓ Professional experience: minimum of seven years
  ✓ Full time position
To apply, submit:
Letter of interest
Current resume
Three professional references including:
    Name, Title
    Address
    Daytime telephone number

Mail to:  The Youngstown Foundation Search Committee
          P.O. Box 1162
          Youngstown, Ohio 44501
          Email:  jan@youngstownfoundation.org
          Application deadline: Tuesday, September 8, 2020

For further information, visit  www.youngstownfoundation.org

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