

Note: The following job description was developed in 2004 for the hiring of HSF's first Executive Director.

**HILL-SNOWDON FOUNDATION
EXECUTIVE DIRECTOR
JOB DESCRIPTION
(2004)**

ABOUT THE HILL-SNOWDON FOUNDATION

The mission of the Hill-Snowdon Foundation is to create a fair and just society by directing resources to organizations that work within economically depressed communities to improve the lives of and expand the opportunities for youth and their families by promoting education, leadership, and social responsibility.

The Hill-Snowdon Foundation (HSF) was founded in 1957. Following rapid growth of its assets in the mid-1990s, HSF decided to partner with Tides Foundation to provide administrative and programmatic services. After working with Tides for five years, HSF has decided to hire its own staff and open an office in Washington, DC.

The Foundation supports two primary issues: youth organizing and economic justice. In the youth organizing arena, HSF is an established funder with a clear movement-building strategy. HSF is newer to the field of economic justice; it is engaged in exploratory funding and research to determine its strategy and focus. Grants are made in four regions: Washington DC, New York City, California, and the Southeast (US). The Foundation has an asset base of \$31 million and will grant more than \$1.5 million in 2004. It is anticipated that annual grantmaking will exceed \$2 million by 2007.

POSITION SUMMARY

The executive director will be responsible for managing HSF and its grantmaking activities in accordance with its mission. At first, the executive director will set up the Foundation's office and hire initial staff. Over time, the executive director will be responsible for developing and refining appropriate operating, financial, and grantmaking procedures. The executive director will oversee both economic justice and youth organizing funding and will be responsible for implementing program activities in one of these areas. Working with a small board of directors comprised of experienced family members, the executive director will help HSF fulfill its mission, stay abreast of emerging trends in philanthropy, and ensure that HSF has sound operations.

The board anticipates the HSF office will initially have a part-time administrative assistant and a program consultant. Over time, as the budget permits, the Foundation will add a program officer to manage one of the aforementioned program areas. The executive director will report to the board.

MAJOR RESPONSIBILITIES

The executive director will be responsible for leading the Foundation, building on the momentum HSF has developed in the field of youth organizing and crafting a high-impact strategy in economic justice. The executive director will build strong peer relations and a clear identity for the Foundation, work proactively to engage the board, oversee program development and administration, and manage day-to-day operations in an effective and efficient manner. Specific responsibilities include:

Institutional Leadership

1. *Partner Relations.* Developing strong, collaborative working relationships with grantees, peer funders, and philanthropic and nonprofit leaders.
2. *Board Relations.* Developing strong, positive relationships with board members. Working proactively and collaboratively with the board to further HSF's mission and impact.
3. *Communications/Outreach.* Building the profile of the Foundation in support of its strategies and programs. Developing appropriate materials, such as a website, brochures and/or annual reports.

Program Development

1. *Strategy.* Refining HSF's strategy and furthering its leadership in the field of youth organizing. In the area of economic justice, developing expertise and focus and building a sound and innovative grantmaking program.
2. *Program Administration.* Further developing and implementing grantmaking guidelines and procedures. Overseeing and carrying out programmatic duties such as: requests for proposals, site visits, proposal intake, proposal review and docket presentations.

Administration/Management

1. *Operations/Administration.* Developing appropriate systems and procedures to coordinate communication, documentation, accounting and grant fulfillment (including both program and discretionary grants). Obtaining office space, furniture, and equipment.
2. *Budgeting and Planning.* Establishing, for board approval, annual budgets and grant payout schedules; monitoring expenditures.
3. *Staff Supervision.* Hiring, supervising and supporting staff and consultants.

QUALIFICATIONS

The ideal candidate will be someone who is a creative, passionate grantmaker committed to social and economic justice. He or she will be a reflective thinker, a seasoned manager, and an excellent relationship builder. Specific qualifications include:

1. A minimum of five years experience in philanthropy, including developing, planning and executing grantmaking strategies, plans and programs. Significant grantmaking experience in the areas of economic justice and/or youth organizing is strongly preferred.
2. A minimum of three years experience, in addition to the above foundation experience, working for nonprofit organizations.
3. A demonstrated commitment to the social change philosophy of the Foundation and the values of justice and equity that guide it.
4. Excellent management and relationship building skills with a proactive but responsive work style and an ability to represent HSF in the philanthropic and nonprofit communities.
5. A strong administrator who is attentive to detail and skilled at developing administrative systems. Experience starting and running an organization or program is preferred.
6. A keen analytical ability that can be applied to HSF's operations and finances as well as to the review and assessment of potential and existing grantees.
7. Experience working in a diverse, multi-cultural and team-oriented environment.
8. A willingness to relocate to Washington DC, if not already residing there.

APPLICATION PROCESS

Hill-Snowdon Foundation is an equal opportunity employer and, as such, strongly encourages applications from women, people of color, and members of the Lesbian, Gay, Bisexual, and Transgender communities.

Interested applicants should send a resume and cover letter (preferably via email) to:

(contact info eliminated to present this job description for informational purposes)