EXECUTIVE DIRECTOR POSITION DESCRIPTION

ABOUT THE ORGANIZATION

Lois and Richard (Dick) England created the England Family Foundation (EFF) more than 25 years ago with the goal of promoting social justice as an embodiment of the Jewish call to repair the world, Tikkun Olam. All three of Lois and Dick’s children, along with their spouses, contributed to the founding of the Foundation. It was Lois and Dick’s sincere hope that future generations of Trustees would remain committed to the integrity and goals of the Foundation’s original mission: to advance equity.

In that spirit, both second-and-third generation family members now serve as Trustees on the Board of the Foundation. All are grateful to Lois and Dick for establishing the Foundation, as well as inspiring integrity and charitable giving throughout their lives.

EFF is principally focused on investing in community-anchor organizations in Washington, D.C., and supporting educational programs for young people and adults, particularly those from historically marginalized communities, that create opportunity and hope for the future.

In recent years, EFF has awarded in the range of $4 million in grants per year to its philanthropic partners. Since 1995, EFF has awarded approximately $60 million in grants.

POSITION SUMMARY

EFF’s endowment has grown considerably in recent years due to an extremely generous bequeathment by Dick and Lois upon their passing and thanks to prudent investments by the Foundation.

The Foundation has been staffed by a dedicated team of part-time, independent philanthropic advisors who helped the Foundation grow in scope and influence. After nearly 20 years of service to the Foundation, these advisors recently announced career transitions.

In light of these factors, EFF has decided to update its approach to staffing by hiring a full-time Executive Director.

The inaugural Executive Director will be responsible for the day-to-day administration and management of the Foundation, including building the systems, staffing (as needed), and structures needed to support the Foundation’s operations, communications, and grantmaking. The Executive Director will be a key partner in shaping the Foundation’s grantmaking strategy, recommending grant recipients, and evaluating impact. The Executive Director will also have a key role in representing the Foundation in the community.

The Executive Director will oversee staff and will report directly to the Chair of the Foundation’s Board of Trustees.
KEY RESPONSIBILITIES

- **Strategic Planning**: Help to implement EFF’s Strategic Plan in consultation with the Board. Provide recommendations to the Board on developments, trends, and best practices in philanthropic giving. Lead efforts to leverage change that reach beyond the Foundation’s philanthropic investments (i.e., mobilizing the community, raising awareness of key issues, etc.). The Executive Director will partner with the Board to assess potential staffing strategies as needed. As the Board and Executive Director work together, the direction of the Foundation may be refined and focused in ways that are not currently anticipated.

- **Board Partnership**: Foster relationships with the Board and other family members. In partnership with the Board Chair, help plan Board meetings and prepare Board materials. Present updates to the Board on grant recipient performance. Help to foster relationships between grant recipients and Board members.

- **Public Engagement**: Perform outreach to the broader Washington, D.C., philanthropic community. Partner with other foundations, corporate giving programs, and individuals to maximize our impact in the nonprofit community. Collaborate with key "sector nonprofit" organizations in our community (e.g., Washington Grantmakers, Association of Small Foundations, National Center for Family Philanthropy, etc.). Network on behalf of the Foundation at public events, galas, and meetings with community leaders.

- **Grant Recipient Evaluation**: Perform thorough due diligence on grant recipients and potential grant recipients. Get to know grant recipient leadership teams. Systematically, review financials of grant recipients/potential grant recipients. Make recommendations to the Board about grant size and structure (e.g., capital campaigns, multiyear grants, etc.). Identify new giving opportunities that align with EFF’s strategy and interest areas. Serve as a liaison between the Board and grant recipients regarding awards.

- **Administrative**: Oversee a “Foundation Administrator” who supports the Foundation’s grantmaking and administrative activities (e.g., grant administration, issuing grant payments, accounting, recordkeeping). Help keep a calendar of events (e.g., site visits, Board meetings, etc.). Assist in the hiring of future staff and/or independent contractors as needed. Provide support to Board on budgeting and operating plans. Serve as a resource to the Board in interactions with asset managers, accounting professionals, and legal team.

- **Records Management**: Assist in the implementation of a CRM to help the Foundation have a clear accounting of giving activities and relationships with grant recipients and Foundation stakeholders. Assist the Board Chair, accounting team, and legal team in the preparation of formal reporting documents (e.g., Form 990, budgets, annual reports).

- **Communications**: In partnership with the Board, develop a communications plan to increase awareness of the Foundation’s philanthropic endeavors and impact. Work with staff to ensure that the website is up-to-date. Provide guidance to the Foundation on new communications
channels (e.g., social media, email newsletters, etc.) to broaden public profile. As needed, serve as a spokesperson on behalf of the Foundation.

- **Other:** Other duties and special projects may be assigned as needed.

**QUALIFICATIONS AND EXPERIENCE**

- **Industry Knowledge:** The Executive Director must have a minimum of 10 years of experience with foundations, nonprofits, or any other relevant industry. This person must be able to educate Board members about important grantmaking areas on an ongoing basis. They should have current knowledge of trends in nonprofit management, fundraising, and other key issue areas to ensure efficient grantmaking.

- **Leadership Skills:** The Executive Director should be someone with the strong interpersonal and professional skills needed to lead a significant and influential family foundation. They should be organized, reliable, and trustworthy.

- **Communication Skills:** The Executive Director must have the ability to communicate and work effectively with different constituencies: members of the England family, potential grant recipients, and members of the community. It is essential that the Executive Director has strong writing skills and can present materials to the Board clearly. The Executive Director must be highly responsive to inquiries from Board members and nonprofit partners.

- **Financial Literacy:** The ability to analyze financial data related to proposed grant recipients is a requirement so that the Board can be reassured that the Foundation is investing wisely in its recipient nonprofit organizations. Experience working with portfolio managers and an understanding of the nontraditional investment arena (e.g., Impact Investing, etc.) is a plus.

- **Technical Acumen:** The Executive Director should be nimble with technology and software systems. This person should be able to evaluate and vet technological solutions on behalf of the Foundation.

- **Experience in Washington, D.C.:** Ideally, the Executive Director will have knowledge of the Washington, D.C., area nonprofit world and the organizations vital to the community and the city it serves. It would be helpful to have knowledge of Washington, D.C., area nonprofits dealing with youth development and traditional educational programs for young people and adults in historically marginalized communities.

**COMPENSATION/OTHER**

The compensation range for this position is $190,000-$220,000 - inclusive of generous benefits. Though the Foundation has an office space in downtown Bethesda, the modality for this role is considered primarily remote. It is strongly preferred that the individual reside in the Washington, D.C., metropolitan area.
HOW TO APPLY

To apply, please email a cover letter and resume (as attachments) to jobs@englandfamilyfoundation.org. Applications without a cover letter will not be reviewed. The deadline to apply is Jan. 20, 2023.