National Center for Family Philanthropy

POSITION DESCRIPTION

JOB TITLE: Vice President for Organization Management and Partnerships

DATE: June 2015

I. PURPOSE AND SCOPE OF POSITION

The Vice President for Organization Management and Partnerships reports to the President and works closely with the President and senior staff across all National Center programs and operations. Primary areas of responsibility include leadership and management of institutional outreach and special initiatives, organizational planning and oversight, and governance.

National Center Senior Staff have a dual reporting relationship to the President (leadership and strategic direction) and Vice President (planning, management and accomplishment of organizational goals).

II. PRIMARY RESPONSIBILITIES

PARTNERSHIPS and SPECIAL INITIATIVES

• Identifies and evaluates opportunities for strategic partnerships, helping to build a network of colleague organizations to enhance program efforts and to achieve visibility and revenue generation goals.

• Serves as a national resource on family philanthropy which may include speaking, writing and research.

• With the President, identifies and evaluates opportunities for special consultancies. Collaborates with the President on consultancy design, resources and strategies.

• Directs the President’s Leadership Initiative, including the three Fellows programs: Senior Fellow; Distinguished Fellows; and Fellows.

• Directs major Special Projects for the National Center as included in the annual plan and delegated by the President. Works closely with senior staff to support effective and thoughtful project planning, coordination, use of resources, and cross-functional communications.

ORGANIZATION MANAGEMENT

• With the President and senior staff, ensuring the participation of all staff, facilitates the establishment of annual goals and strategic direction for the organization. Guides the work of the senior team in the development and implementation of specific annual goals and plans in their areas of responsibility, ensuring consistency across functions and alignment with organizational goals.

• Ensures clear accountability for the achievement of results and regularly discusses with the senior staff their progress against goals and plans, making adjustments as needed. With the President, periodically reviews overall organizational performance against goals and, also with the President, conducts annual and interim senior staff performance evaluations.
• Oversees the development and implementation of internal processes, systems and controls necessary to support the achievement of organizational and individual goals, including but not limited to, the development and oversight of an annual budget.

• Oversees the Director of Finance and Administration, ensuring that all finance, accounting, Human Resources and operational systems, policies and procedures are developed and implemented as planned and according to best practices and highest legal and ethical standards.

GOVERNANCE
• Ensures responsive and effective staffing of the Board and Board committees including Finance & Audit, Governance, and Development.

• Oversees preparations for Board meetings, calls and other governance events.

• Ensures standards and practices for the staffing of other special and advisory committees are established and implemented.

III. KNOWLEDGE, SKILLS AND ABILITIES
• A deep interest in and commitment to the field of family philanthropy. Extensive leadership and program experience in family philanthropy, philanthropic advising and/or community foundations.

• A facilitative leadership style that encourages creativity, collaboration, accountability, open communications, teamwork, trust and respect among staff at all levels of the organization.

• Significant program and operations leadership experience. A skilled conceptual, strategic thinker with the ability to grasp the connectivity and guide the planning and implementation of programs and services across the organization.

• Ability to reach out, make connections and communicate with outside organizations and individuals to increase the visibility of and further the mission and goals of the National Center.

• Exceptional writer and oral communicator with the ability to interact meaningfully and persuasively with a wide range of constituents and stakeholders including Board members, donors and potential donors, families, advisors, funders and potential funders, and colleagues.

The above statements are intended to describe the general nature and level of work performed by the incumbent in this position. They are not intended to be an exhaustive list of all responsibilities and duties assigned.

REVIEWED AND APPROVED BY:

6/22/15

President
National Center for Family Philanthropy