Job Opening: Executive Director, Sub-Zero Wolf Foundation

Job Description

Key Responsibilities:

- Serve as the primary representative of the Sub-Zero Wolf Foundation within the communities where the Foundation undertakes its work, with non-profit organizations, representatives of other corporate philanthropic organizations, with industry vendors, and with local, state, and national associations supporting corporate philanthropic organizations.

- Oversee the day-to-day operations and work of the Foundation and do so in alignment with the annual fiscal commitment approved by the Foundation’s board of directors and with applicable laws governing private foundations.

- Lead the implementation of the Foundation’s strategic plan, monitor and report on progress made against the plan, undertake periodic reviews of the strategic plan and lead the implementation of any resulting modifications.

- Create and activate an annual grants program. Related responsibilities include, in part, creation and dissemination of a common grant application for use by non-profit organizations; conduct initial reviews of grant applications received; bring forward recommendations of grant awards for consideration by the Foundation’s board of directors; develop and manage all related communications with grant applicants, including communication associated with grant approvals and declinations.

- Manage all sponsorship requests received by the Foundation and do so in alignment with the Foundation’s strategic plan and values. This includes all communication associated with approvals and declinations.

- Capture, manage and where appropriate report all data and relevant information associated with the work of the Foundation, e.g., data (both current year and historical) associated with grant applications received, grants awarded and declined, grant awards by focus areas, by geography, size of award, type of grant award (unrestricted, capital gift, etc.) as well as any other data requested by the board of directors. This will also include managing any/all information and data received from organizations that receive a grant from the Foundation. Maintain similar data for any event sponsorships considered by the Foundation.

- Maintain strong lines of communication with the Foundation’s board of directors. This includes preparation of all board meeting materials, leading and facilitating board meetings, providing periodic updates to the Board outside of formal meetings, and where appropriate, provide information related to the work of the Foundation for dissemination to employees of Sub-Zero Group, Inc.
Qualifications

Required Education

- Bachelors or better

Required Experience

- Self-motivated with an ability to work independently and with limited oversight.
- A background of working proactively and in collaboration with other organizations to address community needs.
- A strong understanding of and experience with corporate philanthropic work, preferably at a leadership level. Preference will be granted to candidates with this experience in Dane County.
- A demonstrated background of working effectively with leadership of non-profit organizations.
- Experience working with a foundation board of directors and ensuring the board has all applicable information to perform their role and make informed decisions on behalf of the Foundation.
- Very strong communications skills, both verbal and written, including strong presentation skills.
- Good business judgment and analytic ability to know what is apt to be a good program investment and/or use of the Foundation’s funds.
- Ability to project to others through actions and manner a favorable impression of personal credibility, professionalism, strong values and integrity.
- A mature, tactful, discrete and humble executive who possesses good self-confidence and who is fulfilled through helping others achieve their philanthropic objectives.

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