



EXECUTIVE SEARCH CONSULTANTS  
20 Stanwix Street, 9th Floor, Pittsburgh, PA 15222  
Tel: 412.434.1335 \* Fax: 412.281.5925 \* Email: [towens@deweykaye.com](mailto:towens@deweykaye.com)

**VICE PRESIDENT OF PROGRAMS  
THE ERIE COMMUNITY FOUNDATION**



**PERFORMANCE PROFILE**

*The Erie Community Foundation is seeking a dynamic communicator, manager and leader to help ensure maximum effectiveness and impact of our grantmaking and other direct charitable activities. With over 600 charitable endowments and \$200 million in assets, The Erie Community Foundation is the largest grantmaker in NW Pennsylvania. Nearly all assets are permanently endowed and unrestricted endowments comprise 35% of total assets.*

**BACKGROUND**

The Erie Community Foundation is a recognized regional leader on issues of poverty and works to increase access to post-secondary education and training, health care and early childhood education. It also sponsors a significant nonprofit capacity building and is developing a national presence with its *Vital Signs* key indicator project. Future collaborations with a public opinion polling institute to advance community issues are also planned. Visit [www.eriecommunityfoundation.org](http://www.eriecommunityfoundation.org) for more information.

**POSITION OVERVIEW**

The Vice President of Programs supervises two program officers and a team of consultants while working collaboratively within the senior management team. She/he oversees externally funded projects, partnerships and collaborations. The Vice President of Programs also prepares and leads quarterly trustee-level educational briefings, works with Community Advisory Panels to leverage community foundation resources for the maximum community benefit, and assists with publications and special reports.

**KNOWLEDGE, SKILLS AND ABILITIES**

The ideal candidate would have a Masters degree in planning, public administration, public policy or related area and have 10+ years grantmaking experience. She/he should also have a solid track record of collaborative work in a fast-changing and dynamic organization. The ability to think strategically while keeping a focus on details is a must. Excellent written and verbal presentation skills are also required.

**COMPENSATION**

The Erie Community Foundation offers a competitive salary, excellent benefits and an exceptional work environment.

**TO APPLY**

Interested and qualified individuals wishing to discreetly discuss this role may contact Todd Owens, Principal, Dewey & Kaye, 412.434.1335 or [towens@deweykaye.com](mailto:towens@deweykaye.com).

Qualified individuals may apply confidentially by submitting resume, cover letter and compensation requirements as MS Word attachments to: [resumes@deweykaye.com](mailto:resumes@deweykaye.com). Please reference the following in the subject line of your email: Vice President of Programs, The Erie Community Foundation (#176-MH687).

***If you do not receive an email confirmation of your submission within 3 business days, please call Dawn Kopp at 412-434-1335. Please direct all inquiries related to this position to Dewey & Kaye.***

*The Erie Community Foundation is an equal opportunity employer.*