



Nonprofit Consultants

EXECUTIVE SEARCH CONSULTANTS

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EXECUTIVE DIRECTOR

ROY A. HUNT FOUNDATION, PITTSBURGH, PA

PERFORMANCE PROFILE

With a nearly 60 year history of family-directed philanthropy, the Roy A. Hunt Foundation (and its predecessor the Hunt Foundation) has a long history of engaged philanthropy and supporting causes about which family members are passionate. Nearly 400 grants are awarded each year by individual Trustees and committees seeking to impact a particular mission or cause. This opportunity is a chance to work closely with a strong family committed to philanthropy and driven by their values, as well as identify issues and philanthropic trends of interest to the Trustees and next generation family members.

BACKGROUND

The Roy A. Hunt Foundation (Hunt Foundation) is a family-run foundation based in Pittsburgh, Pennsylvania. Its mission is *to support organizations that strive to improve the quality of life*. The Trustees allocate approximately \$3 million in grants annually to nonprofits located throughout the country. The trustees of the foundation meet semi-annually to make grants to nonprofit organizations engaged primarily in Arts and Culture, Environment, Health, Human Services, Community Development, Education and Youth Violence Prevention.

More information on the Hunt Foundation is available at <http://www.rahuntdn.org/index.shtml>

POSITION OVERVIEW

The Executive Director serves as chief administrator of the Foundation and reports to the Board of Directors through the Executive Committee. The Executive Director provides overall administrative leadership for the daily operations of the Foundation, actively supporting its mission as a family-run enterprise whose Trustees exercise all grantmaking decisions.

Working closely with the Executive Committee between meetings, the Executive Director is a hands-on manager of administrative and program staff, working in a small office where shared job responsibilities are critical. The Executive Director is responsible primarily for general administration and staff management, financial management, and programmatic management.

Specifically, the Executive Director's responsibilities are in three major areas:

General Administration and Staff Management (Approximately 60% of time)

- Directs day-to-day activities of the Foundation office, overseeing grantmaking support and all administrative operations.
- Interprets and applies laws, rules and regulations applicable to the Foundation and ensures operation within legal and ethical guidelines.
- Staffs Trustee semi-annual and committee meetings: prepares and disseminates meeting agendas and minutes.
- Hires, trains and develops staff to support the needs of the Foundation in all its operations. Develops and administers personnel policies, supervisory, training and evaluation procedures for all staff positions.
- Ensures maintenance of all requisite files--grantee, financial, program, and general administrative--according to retention policies. Ensures that historically significant institutional records and artifacts are safely maintained.

- Prepares grant related correspondence, committee reports, grants reports, and updates Foundation website content.
- Develops operational policies and desk procedures--grants management and database, financial, general administrative--and ensures they are regularly reviewed and updated.
- Develops in conjunction with the Executive Committee governing policies and procedures and ensures their implementation.
- Arranges and coordinates semi-annual and committee meetings.
- Serves as principal spokesperson for the Foundation when Trustees are unavailable.
- Performs other related duties as required.

Financial Management (Approximately 20% of time)

- Prepares and monitors semi-annual grants and expenses budget, grants expenditure forecasts, minimum distribution reports, and other analyses of the Foundations expenditures. Acts as trustee for Foundation’s 401k Plan.
- Provides accurate data and backup for annual 990-PF and audit.
- Develops and implements financial operational policies and procedures and ensures their implementation.

Programmatic Management (Approximately 20% of time)

- Assists Trustees with grantmaking: screens grant inquiries, investigates potential grantees, invites and reviews applications, meets with grant applicants, and conducts site visits and due diligence.
- Develops and oversees the administration of the special initiative grants programs in accordance with the Foundation’s mission, goals, program guidelines and governing policies.
- Develops and implements grantmaking policies and procedures in conjunction with Trustees as appropriate.
- Analyzes general grants data and prepares reports. Regularly reviews the literature and provides relevant program related information to Trustees to inform decision making.
- Monitors and tracks general and special initiative grants, reviews grant reports, evaluates special initiative grants programs and prepares reports for Trustees.

PERFORMANCE OBJECTIVES (An overview)

After 12 months in the role, the successful candidate will have accomplished the following:

- Have full command of all administrative, financial, board meeting and grant procedures
- Established working relationships with each Trustee and have an understanding of their philanthropic interests
- Have an appropriately staffed office to meet the administrative and grantmaking demands

KNOWLEDGE, SKILLS AND ABILITIES

The Executive Director is a facilitator with the strength of character and conviction to advance the dynamic mission of the Board rather than his or her own agenda for social change. S/he is committed to “servant leadership,” grounded in the understanding that his or her role is one of service to the family over that to grantees. The Executive Director is a highly organized and detail-oriented administrator who finds joy and satisfaction in being an administrator, but has the intellectual exposure and depth to distill ideas, clarify substantive issues, and to appropriately inform the Trustees of best practices and emerging trends. The Executive Director has a good sense of humor and is an open, communicative and confident professional for whom the ownership of ideas is less important than the results of a successful family collaboration.

In addition, the Executive Director should:

- Understand the distinctive mission of family foundations; be able to deal sensitively with the issues inherent in working with a family-run operation; demonstrate pragmatic know-how of working with a variety of personalities and constituencies.

- Be apolitical yet politically astute; able to research and even-handedly articulate all sides of an issue, embracing a diversity of viewpoints.
- Demonstrate excellent listening, writing and verbal communication skills.
- Possess demonstrated management skills and a track record of working well in a team atmosphere--a hands-on manager, who in a small office is committed to understanding the details of each staff role in order to pinch hit and effectively mentor, train and supervise.
- Have experience in several of the Foundation's fields of interest, as well as exposure to program evaluation literature.
- Be experienced in the grantmaking process; have solid experience in the philanthropic community and an intellectual curiosity about philanthropic trends and best practices.
- In addition to being highly organized and detail oriented, be good at setting priorities, juggling multiple tasks and functions simultaneously; be a diligent planner who sets goals and objectives, tracks and follows through.
- Be a model of integrity, neutrality, fairness, and have high ethical standards.
- Have previously worked successfully in a small office and family-owned and operated context.
- Be experienced in advising and coaching next generation leaders to higher levels of engagement and achievements.
- Have an undergraduate degree at minimum, advanced degree preferred.

COMPENSATION

This position has an attractive compensation and benefits package, consistent with other family foundation leadership roles of similar size, scope and scale in regions of the US with a similar cost of living.

TO APPLY

Individuals wishing to discreetly discuss this role may contact Todd Owens, Principal, Dewey & Kaye, 412.434.1335 or towens@deweykaye.com. Qualified individuals may apply confidentially by submitting resume, cover letter and compensation requirements as MS Word attachments to: resumes@deweykaye.com. Please reference the following in the subject line of your email: **Executive Director, Roy A. Hunt Foundation (#166-MH687)**.

Candidates must submit materials no later than Friday, May 28, 2010. *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 Roy A. Hunt Foundation is an Equal Opportunity Employer.