

POSITION AND CANDIDATE SPECIFICATION



**COUNCIL ON FOUNDATIONS
PRESIDENT AND CHIEF EXECUTIVE OFFICER**

- Amsterdam
- Atlanta
- Barcelona
- Beijing
- Bogota
- Boston
- Brussels
- Budapest
- Buenos Aires
- Calgary
- Chicago
- Dallas
- Dubai
- Frankfurt
- Geneva
- Hong Kong
- Houston
- Johannesburg
- London
- Los Angeles
- Madrid
- Melbourne
- Mexico City
- Miami
- Milan
- Minneapolis/St. Paul
- Montreal
- Mumbai
- Munich
- New Delhi
- New York
- Orange County
- Paris
- Philadelphia
- Prague
- Rome
- San Francisco
- Santiago
- Sao Paulo
- Shanghai
- Silicon Valley
- Singapore
- Stamford
- Stockholm
- Sydney
- Tokyo
- Toronto
- Vienna
- Warsaw
- Washington, D.C.
- Zurich

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POSITION SPECIFICATION

Council on Foundations

The Council on Foundations is a 501(c)(3) membership organization that provides leadership to the field of philanthropy and supports a diverse field of grantmakers. In 1949 Edward Ryerson, a steel executive in Chicago, founded the National Committee on Foundations and Trusts for Community Welfare. In 1957, the organization was officially incorporated and seven years later it was renamed as the Council on Foundations, Inc.

Today, the Council has over 1,700 members: community foundations, corporate philanthropy, family philanthropy, independent foundations, operating foundations, public foundations and international foundations. As the leading advocate for philanthropy, the Council strives to increase the effectiveness, stewardship, and accountability of the sector while providing members with the services and support they need to advance the common good. Based in Arlington, Virginia, the Council has an annual budget over \$17 million and a staff of 77.

The Council represents organizations with combined assets of nearly \$300 billion and almost \$20 billion in giving. The Council is the leading national voice for philanthropy and delivers information, tools and techniques, networking and professional development opportunities for foundations, corporate giving programs and service providers. For their members the Council provides legal information, government relations, education opportunities that include conferences and seminars, and information provided through multiple access points including publications and networking opportunities.

The mission of the Council is to provide the opportunity, leadership and tools philanthropic organizations need to expand, enhance and sustain their ability to advance the common good. The organization's vitality draws on a culture that is customer focused, leadership driven, diverse yet unified, committed to candid communications, and willing to invest in itself. Since 2005, the Council has transitioned from a member-service organization to one that *also* provides a voice for philanthropy and is a thought leader in the field.

The Council on Foundations was formed to promote responsible and effective philanthropy. The mission requires a commitment to inclusiveness as a fundamental operating principle. It also calls for an active and ongoing process that affirms human diversity in its many forms. This encompasses, but is not limited to, ethnicity, race, gender, sexual orientation and identification, age, economic circumstance, class, disability, geography, and philosophy. The Council seeks diversity to ensure that a range of perspectives, opinions, and experiences are recognized and acted upon in achieving the Council's mission.

In the last decade, the philanthropic landscape has begun to undergo a significant shift and has weathered the recent difficult economic environment. As the philanthropic landscape becomes increasingly global, the Council's CEO must be aware of and sensitive to those changing dynamics and be equipped to help lead the organization to address the sector's worldwide needs.

To learn more about the Council on Foundations, please visit www.cof.org.

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Position Summary

The President and Chief Executive Officer leads, directs, and coordinates the activities of the Council in accordance with policies, goals, and objectives established by the 28-member Board of Directors and articulated through its strategic plan. S/he ensures that the Council is meeting the needs of an ever-changing philanthropic landscape.

Key Relationships

Reports to: Board of Directors

Direct reports: Executive Vice President/COO
Director, Executive Office and Board Relations

Other key relationships: Vice Presidents

Major Responsibilities

- Serves as a public and credible spokesperson and advocate before all relevant audiences on the importance of responsible philanthropy.
- Assures that the organization and its mission, programs, and services are consistently presented in a strong, positive image to relevant stakeholders.
- Provides leadership to and partners with the Board in strategic planning.
- Directs and leads the staff to achieve the organization's mission and vision.
- Promotes communication and linkage among members, with affiliated organizations, and with the not-for-profit community at large.
- Is responsive and informed about the diverse and changing needs of current members, is creative in meeting those needs, and anticipates the needs of potential members.
- Provides the Board with organizational information it needs for its governance responsibilities.
- Presents to the Board tactical, operating, and financial plans in line with the business and strategic plans.
- Ensures the Council is well staffed and managed to deliver excellence.

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CANDIDATE SPECIFICATION: KEY SELECTION CRITERIA

Ideal Experience

- Leading an organization of similar size and scope through a time of transformational change in a competitive environment.
- Knowledge of the U.S. philanthropic sector as an executive or as a board member is required; knowledge of the global philanthropic sector is desirable.
- A skilled communicator with experience as chief advocate and spokesperson for an industry or issue before policy makers, the public, and other stakeholders.
- Experience managing and aligning staff, operations, and finances to set and meet strategic objectives.
- Working for a Board of Directors.
- Advanced degree in a relevant field is preferred but not required.

Critical Competencies for Success

Transformative Leadership/Management

The Council's President and CEO will be a strategic leader who, with the board, sets and articulates a vision for the Council that communicates the Council's value proposition to current and future members. He/she will:

- Develop and implement the course of action for achieving that vision;
- Build a talented team that embraces a culture of member service, excellence, and high performance; and,
- Improve operational effectiveness, leading the Council according to best business practices.

Collaborative Relationship Builder

As a leader in the philanthropic community, the next President and CEO must work in a collaborative manner, building relationships with other philanthropic leaders and all relevant organizations to effectively navigate the changing philanthropic landscape. S/he will:

- Be a thought leader able to study, engage in, and lead the national conversation about philanthropy in the 21st century;
- Actively and strategically seek partnerships and build coalitions with other organizations and leaders; and
- Be a consensus-builder who brings various constituencies together around a common goal or objective.

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Strategic Communicator

This individual will be the Council's primary spokesperson, serving as the face and voice for the Council and sector. He/she will:

- Have the necessary gravitas and credibility to represent the Council before the media, public, legislative bodies, regulatory agencies, and amongst the Council members of every type;
- Effectively articulate the Council's mission and value to all relevant audiences;
- Develop organizational priorities and articulate decisions in a collaborative and transparent manner; and
- Build a strong internal and external communications strategy that advances the Council's goals and objectives.

Political Savvy

The next President and CEO will lead the organization's advocacy efforts in support of the sector's best interests. In this time of political and economic uncertainty, s/he should:

- Have an understanding of the government and government relations function, particularly related to issues and activities relevant to the philanthropic sector;
- Maintain, cultivate, and leverage relationships with key decision-makers in the public policy arena (legislative and regulatory) by informing and engaging decision-makers; and
- Work in a bipartisan manner with all decision-makers across the aisle and across the various chambers and agencies of the government.