

EXEMPT POSITION DESCRIPTION

DATE:

POSITION TITLE: President, Foundation;

BASIC FUNCTION: Direct all philanthropic programs of company

ORGANIZATION:

Reporting to President, Foundation

- Administrative Secretary - Provide high-level administrative assistance to the manager of the Foundation and to other department professionals.
- Project Manager - To provide managerial support to the Foundation's programs including, but not limited to, the United Way Campaign, Senior Management philanthropic support.
- Manager, Administration - Administer Matching Gifts Program and serve as Office Manager for the Foundation
- Program Director - Manages business, administrative, legal and financial aspects of the Foundation. Manages internal and web based communications.
- Assistant Vice President - To direct major components of national programs, including all national partnerships

PRINCIPAL ACCOUNTABILITIES:

- Manage company's philanthropic and community relations activities with nation-wide scope
- Develop policy for Foundation and corporate contribution programs
- Manage all program elements of as they relate to overall program
- Staff CEO in his relationships as well as all his philanthropic and civic marketing involvements
- Represent the company and the Foundation to leadership of not-for-profit world, civic leaders, philanthropic colleagues and the press
- Acts as central source of corporate social responsibility information for employees, financial professionals, media and not-for-profit organizations
- Counsel CEO, Vice Chairman and all senior management on their commitments as leaders in their local and national communities
- Negotiate with external program partners while expanding and maximizing program exposure and outreach

- Serve as international liaison with overall company concerning all matters of Sustainable Development and corporate social responsibility
- Manage all internal philanthropic projects with internal business units; marketing, sales force, etc.

NATURE AND SCOPE:

- 6-member department relying on teamwork, cooperation and communication to manage diverse projects and programs.
- Extensive interaction with a broad range of individuals including senior management, field management, media-partners, national philanthropic program partners and non-profit community at large.
- Excellent communication, organization, interpersonal, public speaking and leadership skills as well as an ability to articulate diverse constituencies
- Must be adaptable, flexible and thrive in a fluid environment characterized by multiple priorities
- Must adapt in a rapidly changing federal environment where laws governing corporate contributions and corporate foundations are facing renewed and stricter guidelines
- This position interacts with virtually every business unit within the corporation: public relations, marketing, Branch Managers, field-force senior management, law, internal auditors, controllers, etc.
- Insures accountability for national philanthropic program, as well as accountability for PPG and field-force related grants
- Project Management experience and knowledge with financial and budgetary expertise
- Ability to work with minimal supervision
- B.A./B.S. degree and 15 years related experience. Extensive experience in non-profit management, as well as grant and development field
- Proficient at Word, Excel, PowerPoint