
Contributions Manager Position Description

Position Title: Executive Director

Location: XYZville, New York

Position Purpose:

The executive director will manage the XYZ Foundation of America. He/she will provide expertise necessary to formulate, recommend, and implement policies and procedures for the operation of a new foundation. He/she will recommend grant recipients and present rationales for such grants to the foundation's board of directors.

Position Responsibilities:

- Formulate and recommend initial policies, procedures, and bylaws necessary to establish a foundation.
- Recommend grant recipients and rationale to the board of directors.
- Implement funding decisions.
- Communicate with internal and external audiences about the foundation's contributions programs so as to gain visibility for XYZ and the programs it is supporting. Work with the corporation's staff to develop press releases and plan events to support the foundation's programs. Make public presentations on the foundation's programs.
- Prepare communications materials describing the foundation's programs (to include brochures and application forms) to be sent to organizations seeking grants.
- Serve as a nonvoting member on the board of directors.
- Represent the foundation to the nonprofit community.
- Prepare the foundation's administrative budget. Develop foundation financial control procedures with assistance from the corporate accounting department of XYZ America.
- Ensure that the foundation is complying with local, state, and federal laws, including the filing of all tax and other forms necessary to qualify the foundation for exemptions and deductions and other privileges accorded to such an organization.
- Ensure that appropriate computer databases are put in place to provide all necessary information on a timely basis.

Qualifications:

- Candidates should have foundation/nonprofit experience and expertise to establish the policies and procedures for establishing and operating a foundation. Three to five years' foundation/non-profit experience preferred.
- Candidates should have appropriate work and educational experience appropriate to interact with senior XYZ executives. Master's degree or equivalent experience preferred.
- Candidates should possess a solid understanding of education and the roles technology plays, or can play, in benefiting society.
- Candidates should possess effective writing, editing, and public speaking skills.

Nature and Scope of Foundation:

- Initial endowment of the XYZ Foundation of America is \$10 million.
- The XYZ Foundation will initially focus its support in two areas: (1) science and engineering education and (2) the use of technology to provide the disabled with greater opportunities to fulfill their individual potential.

For More information, Contact: