Job Description Template – The Blue Foundation

Job Title: **Executive Director, The Blue Foundation___ Supervisor's Name & Title: Director &Foundation Board of Directors**
Exempt/Nonexempt Status: **__Exempt_____ Job Code: _____**
Reason for Profiling _____New Job ___X____ Update Description _____Re-evaluation

Summary Statement (in 1 or 2 sentences, describe why the job exists)	The purpose of The Blue Foundation Executive Director is to establish, lead, and manage, BCBSF's non-profit charitable foundation, "The Blue Foundation for a Healthy Florida", which will grant $1 million annually to a variety of initiatives in communities we do business in. This would include all of Florida.
Essential Duties & Responsibilities (list the job's essential/most important duties and the approximate percentage of time spent on each (this should equal 100%)	**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This list of essential job functions is not exhaustive and may be supplemented as necessary.** (To be included on all templates) 40% This position will be heavily focused on working with community leaders on accepting and reviewing applications for funding requests. In conjunction with the Foundation board, this position will decide which agencies will receive the funding. The decisions, based on criteria developed, will be made working with the Foundation staff, and in keeping with the BCBSF values. 40% This position will also be focused on the public relations of BCBSF in the community, and how the existence of this foundation will be leveraged. The Director will be responsible for publicizing and advancing this foundation in the community. 10% The Director will also build the funds available for distribution, by soliciting from corporations, and out of BCBSF operating dollars. 10% Provide professional management to Foundation Board of Directors and the staff, including working with the foundation investments, budget, financial statements and IRS filings. **Performs other duties as the supervisor may, from time to time, deem necessary**. (To be included

	on all templates).
If this is a request for re-evaluation, how has the position changed in the last twelve months?*	
REQUIRED Minimum Knowledge, Skill, Education/Training and Experience Requirement(s)	**The requirements listed below are representative of the knowledge, skill, education and /or experience required**. (to be included on all templates). BS or Masters in communications or public affairs 7-10 years experience in communications Public affairs experience Knowledge of fund raising, managing funds Ability to interact with Senior Management, BCBSF Board of Directors, & Foundation Board Excellent negotiation skills Conflict resolution skills Knowledge of government regulations for Foundation Understanding of BCBSF Corporate values Knowledge of community needs and initiatives
PREFERRED Knowledge, Skill, Education/Training and Experience Requirement(s)	
REQUIRED Certificates, Licenses, Registrations	
Number of Direct /Indirect Reports and Cost Center Budget Accountability (attach current organization chart)	Direct reports – 1 AA, and 1 Foundation Associate (not first year) Reports to Foundation Board – currently an internal board – in the future will be composed of community and company representatives from across Florida Initial budget allocation $5 Million – to grow significantly
Impact of Decisions to Organization	This position will be seen as the "face of BCBSF" to many in the community. Funding decisions may

	have a positive or negative impact on the organization, depending on how the agencies that are, and are not approved are communicated with. Also, the funding requests that are approved will be scrutinized by the community, and could have either a positive or negative impact on the image of BCBSF in the community. The Director will also need to manage conflicting priorities of the Foundation Board, senior leadership, and the BCBSF Board of Directors. The organizations that are funded must meet specific criteria to withstand the scrutiny of being associated with BCBSF.
Interdependencies With Other BCBSF Areas/Subsidiaries	Legal, HR, Finance, Public Affairs, GBU's BCBSF Board of Directors Foundation Board of Directors Corporate Strategy Committee
Comparable Positions within BCBSF or its Subsidiaries	
Subject Matter Experts Present and Date of Session	