THE LYNDE AND HARRY BRADLEY FOUNDATION

# JOB TITLE: Vice President for Program STATUS: Exempt

# REPORTS TO: President DATE: August 2016

# Position Summary:

Responsible for the development and implementation of the grantmaking program of the Foundation.

# Responsibilities Include:

* Reviews incoming grant requests to ensure they fall within the criteria outlined in the guidelines of the Foundation’s mission. Forwards requests to the appropriate program officer for research and consideration.
* Manages the research and the drafting of recommendations and declinations for consideration by the President and board of directors.
* Manages and maintains the integrity of the grantmaking program of the Foundation. Regularly evaluates the effectiveness of individual grants and general grantmaking programs.
* Manages the preparation of sector issue briefings for board meeting material as submitted by the program officers.
* Remains current and knowledgeable in the areas related to the Foundation’s grantmaking program. Identifies program areas of possible interest to the President and board of directors. Makes recommendations to the President and board of directors for new opportunities to develop or enhance the mission of the Foundation.
* Prepares and manages the annual program budget for the consideration of the President and board of directors.
* Administers the Bradley IRA, Improve Education and Strengthen Private Initiative sectors of the grants budget.
* Attends meetings and conducts site visits in connection with the Foundation’s grantmaking program.
* Attends conferences and other events as appropriate to gather information and to represent the Foundation.
* Represents the Foundation in public forums and task forces.
* Works with the President in the preparation of program related correspondence, public announcements, and policy statements.
* Manages the program staff (program officers and program assistants). Responsibilities include interviewing, training, and performance management.

**Other Duties and Assignments:**

Other duties as may be assigned by the President or board of directors to fulfill the responsibilities of this position.

**Work Relationships and Scope:**

This position reports directly to the President. Manages the Program Officer and Director of Research, Senior Program Officer, Program Officers, Senior Program Assistant, and Program Assistant. Frequent contact with all employees, board of directors, grant recipients, and other outside resources.

## **Measures of Performance:**

Quality, quantity, accuracy, timeliness and thoroughness of work performed; effectiveness of communications and development of good working relationships with the board of directors, President of the Foundation, employees, and outside resources; professional workplace appearance and conduct; soundness and judgment used in grantmaking decisions; adheres to Foundation policies and procedures; ability to keep Foundation information confidential.

**Knowledge, Skills and Abilities:**

Graduate degree with at least ten years of grantmaking management experience preferably in a philanthropic environment. Must be an effective communicator, both verbal and written, like to read and conduct research, ability to anticipate trends in business and social needs, ability to articulate and present viewpoints and recommendations, understanding of other cultures, ability to communicate and respond to many levels of the public. Experience working with, presenting to and being accountable to a board of directors.

## **Working Conditions:**

Work is performed in a pleasant office environment with minimal exposure to injury. Work hours are generally weekdays during normal business hours and will usually average 40 to 45 hours a week. This position requires national and international travel.

### **Acknowledgement:**

This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the President. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature Date