



BURTON D. MORGAN FOUNDATION
President and Chief Executive Officer

Are you a dynamic, visionary, innovative, and inspiring leader with a passion for making a difference? Do you value learning, integrity, and operational excellence? Has your work resulted in a game-changing impact? The Burton D. Morgan Foundation would like you to consider bringing your innovative tools, techniques, and processes to the non-profit world!

The Burton D. Morgan Foundation values innovation, including innovative hiring. We encourage candidates outside of this description to apply. It would be incumbent upon the applicant to present a compelling case for exception.

POSITION OVERVIEW: The President and Chief Executive Office reports directly to the Board of Trustees and is responsible for providing strategic, dynamic, inspiring, and visionary leadership while working in collaboration with the Board of Trustees to develop strategies for maximizing impact, optimizing procedures and programs, as well as leading personnel, and stewarding fiscal resources to ensure achievement of the organization's bold strategic plans and mission.

"The Foundation's aim is to preserve the private enterprise system, which is America's number one advantage over the rest of the world." – Burton D. Morgan, 2003

FOUNDATION HISTORY:

The Burton D. Morgan Foundation was established in 1967 with the mission to foster free enterprise. The founder wanted others to enjoy the same freedom and personal satisfaction he had experienced by pursuing the bold life path of an entrepreneur. Traditionally, the foundation has sought to accomplish the foundation's mission via grantmaking and Northeast Ohio ecosystem building, where efforts have been focused on Youth Entrepreneurship, Collegiate Entrepreneurship, and Adult Entrepreneurship.

Moving forward, the Board believes that the Foundation's size, strength, and community position present it with an opportunity for future growth and increased community impact. The new President & CEO will have the opportunity to develop and execute a bold strategic plan, under the direction of a dedicated and engaged Board of Directors and a staff that is committed to making a difference in the community. The successful candidate will be imaginative, entrepreneurial, and eager to find innovative ways to maximize the impact of the Burton D. Morgan Foundation.

Entrepreneurship is one of the best ways to achieve the benefits and value from the opportunities created by the private enterprise system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as an ambassador and key spokesperson for the Burton D. Morgan Foundation, building strong relationships promoting the Foundation's vision and mission of preserving the private enterprise system and strengthening the region's entrepreneurial ecosystem
- Communicate vision and mission effectively within the Foundation, ensure that it serves continuously as an inspiration and guide, and execute it
- In close partnership with the Board of Trustees, responsible for driving the creation, communication, and continuous development of the Foundation's strategic roadmap.
- Track and continuously improve outcome and impact by establishing a system to streamline data collection from grantees
- Work collaboratively with other private and/or public funded and nonprofit organizations in support of Foundation's vision and mission
- Work collaboratively to develop programming, grantmaking approvals, grantee oversight, grant management strategies and systems are effective and well implemented
- Monitor investment performance, operating expenses, annual minimum distribution requirement, and ensure all fiduciary requirements are met
- Benchmark expenses and grantmaking against peer organizations
- Provide relevant information using exception style reporting to efficiently keep Board of Trustees informed
- Assist the Board in identifying new board members and facilitate their orientation
- Ensure adherence to appropriate personnel policies, values, and ethical standards
- Work with the board to help ensure that it is properly constituted and trained to conduct effective governance
- Work with the Board and staff to ensure proper staff selection and care of the Foundation's history, culture, reputation, and image

DESIRED VALUES & TRAITS:

- **Foundation mission:** To strengthen the free enterprise system by investing in organizations and institutions that foster the entrepreneurial spirit. Our guiding lights is thorough understanding and passion for the founder's vision and donor intent
- **Integrity:** Conducting business with the highest degree of honesty and fairness
- **Innovation:** A great imagination and not afraid to ask, "what if?"
- **Optimism:** Inherently positive. The future is bright, challenges are opportunities, mistakes are lessons
- **Efficiency:** Maximize the Foundation's impact by ensuring funds, staff, time, and other resources are prioritized, distributed, and allocated to their most valuable uses and waste is eliminated or minimized. What you say "no" to is just as important as what you say "yes" to
- **Open-Minded:** Although dedicated to the big picture, being flexible about how to reach that vision

- **Solutions Oriented Mindset:** Focused on solutions. Quick to assimilate information from varied sources to develop creative solutions
- **Collaboration:** Each member contributes their expertise to the creative process for the shared benefit of the mission. Communicating professionally, allowing opinions to be heard
- **Calculated Risk:** Respects and understands the value of risk, combined with an effective risk mitigation strategy. Quality vs quantity
- **Appreciation & Empowerment:** Employees, the organization, and the CEO will engage in ways that positively reinforce others. Investing in ourselves: professional and relationship development to achieve optimal performance
- **Confidence:** Takes responsibility and welcomes constructive criticism
- **Operational Excellence:** Leadership & strategy, culture & engagement, continuous improvement

COMPETENCIES:

- **Collaboration/Partnership**
 - Understanding the role of the Board of Directors, as they are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance, and financial management policies
 - Convene and lead groups in an efficient and productive way – encouraging collaboration and alignment
 - Ability to build networks - Working through formal and informal channels to build broad-based relationships and support
 - Drives engagement - Creates a positive and motivating work environment that allows for challenging the status quo and creative discussions, ideas, and solutions; ensuring people feel their contributions are visible and valued
 - Model and encourage the expression of diverse ideas and opinions
- **Communication**
 - Must have a thorough understanding of the Foundation’s vision, values, and mission and the ability to communicate them accurately and inspirationally
 - The ability to communicate exceptionally well in oral and written form
 - Situational adaptability - Seamlessly adapts style to fit the specific needs of others; Observes situational and group dynamics and selects best-fit approach
- **Decision making**
 - Self-awareness of decision-making style
 - Comfortable delegating appropriate decisions and responsibilities
 - Decisive – ability to confidently make clear and timely decisions
- **Governance**
 - Ability to work well with a diverse Board, staff, and executive leadership
 - Ability to take diverse input from a variety of Board opinions, develop consensus and create alignment. This consensus will then be effectively communicated to the staff to provide direction for successful execution
 - Understand the Board’s style, operations, concerns, and aspirations

- **Management**
 - Requires an understanding of the Foundation's culture and ability to continue to build and support teamwork amongst staff
 - Manage complexity- Readily distinguish between what's relevant and what's unimportant to make sense of complex situations; Analyzes multiple and diverse sources of information to define problems accurately before moving to solutions
 - Utilizing appropriate consultants and Board input, develop and implement the Foundation's investment strategy
 - Effectively monitor the Foundation's investment performance
 - Create a positive, productive, and empowering work environment
 - Support ongoing personal and professional development
 - Create a sense of shared responsibility/credit for accomplishments and shared responsibility for challenges and failures/lessons
 - Lead an efficient and effective operation according to best practices, ethical guidelines, and fiduciary requirements
- **Organizational Development**
 - Cultivate a work environment in which learning is continuous and staff feel comfortable taking risks to help the foundation meet its mission
 - Create and strive to maintain a healthy and consistent organizational culture
 - Ability to lead change management well - identify opportunities and implement change successfully and expeditiously across the organization while demonstrating strong business acumen, confidence, poise, and executive presence
 - Know how and when to use external consultants and experts effectively
- **Personal and Professional Development**
 - Awareness of how executives in and out of the field of philanthropy and entrepreneurship obtain executive education
 - Annual personal assessment of performance of the Foundation's CEO functions, modeling growth mindset
 - Cultivate an awareness of the connection between professional development and Foundation effectiveness/impact
- **Planning**
 - Ability to lead strategic thinking and planning process for the Foundation
 - Understand the Foundation's previous planning initiatives
 - Gain a clear understanding of organization's future needs and goals
- **Vision Setting**
 - Knowledge and support of founder's mission and donor intent
 - Ability to affectively articulate the importance of the private enterprise system and the role of entrepreneurship
 - Create an environment where bold ideas are encouraged and vetted for viability – where bold ideas are made tangible
 - Ability to lead the creation of a shared vision between the staff and Board that is aligned with the organization and founder's vision
 - Ability to cultivate innovation- Champions new and/or better ways for the organization to be successful and have a greater impact.

- Ability to creatively incorporate the organization's vision into its programs and operations

EDUCATION/EXPERIENCE:

- Bachelor's required; Master's a plus – or equivalent combination of education, training, and experience
- Five plus years' business experience, preferably in the private enterprise system and believes in the power of entrepreneurship
- Working knowledge of nonprofit organizations

TRAVEL:

Travel varies, up to 30%

To apply, please submit a current resume and letter of introduction to The Mayson Group, Inc at amymayse@maysongroup.com

For more information about the Burton D. Morgan foundation, please visit www.bdmorganfdn.org

Board of Trustees: <https://www.bdmorganfdn.org/trustees>

Executive Team: <https://www.bdmorganfdn.org/staff>