



Position Description: President and CEO

Reports to: Board of Trustees

Background:

Philanthropy Ohio is an association of foundations, corporate contributions programs and other grantmaking organizations. Its vision is to provide a just and vibrant Ohio through impactful philanthropy and the mission is to lead and equip Ohio philanthropy to be effective, powerful change agents in our communities. Diversity, Equity and Inclusion are among Philanthropy Ohio's core values. We believe that greater diversity, equity and inclusion is a matter of fairness and effectiveness in our profession.

Philanthropy Ohio's membership is comprised of approximately 210 independent and private foundations, community foundations, corporate foundations and giving programs, and grantmaking public charities, as well as professional partners. Incorporated in 1984, Philanthropy Ohio is a 501(c)(3) organization headquartered in Columbus, Ohio, with a regional office (serving northern Ohio) located in Cleveland. For more information about Philanthropy Ohio, please visit:

www.philanthropyohio.org.

Position Summary:

The President and CEO is expected to provide strategic leadership to continue to grow and expand the value of the organization to its members and to philanthropy by:

- Providing visionary leadership to the organization,
- Assisting the board in the implementation of its strategic plan,
- Keeping members on the cutting edge through networking, professional development and training opportunities, knowledge and information sharing, publications, research and resources,
- Supporting the growth and effectiveness of foundations and corporate giving programs and their connections to other forms of philanthropy in Ohio,
- Serving as an advocate and champion for philanthropy in Ohio,
- Encouraging joint projects, communication and collaboration among Philanthropy Ohio members and Ohio philanthropy.

Primary Responsibilities:

Leadership & Administration

- Lead the implementation of Philanthropy Ohio's vision and mission.
- Provide strategic direction in achieving organizational goals.
- Serve as an advocate and spokesperson for philanthropy in Ohio, leading Philanthropy Ohio's mission to be the leading voice and resource for all forms of philanthropy in Ohio.
- Promote adherence to the highest ethical standards, Philanthropy Ohio's guiding principles and organizational values.
- Represent Philanthropy Ohio with the national philanthropic infrastructure and other Ohio-based leadership organizations.

- Manage overall operations, paying special attention to alignment with organizational priorities, accountability and priority setting.
- Be the primary leader of special projects and statewide initiatives.
- Staff the Board and provide them with information, data and/or reports necessary to enable them to carry out their responsibilities.
- Develop and maintain strong, positive working relationships with the Board.
- Prepare annual budget and supervise receipt and disbursement of funds.
- Recruit, hire, train, supervise, evaluate and terminate (as required) all staff.
- Coordinate activities with professional advisors and consultants.
- Evaluate and recommend new ways in which technology can be used to strengthen the work and influence of Philanthropy Ohio and its members.

Development

- Identify and help secure mix of funding sources necessary to support the organization, including but not limited to, general operating and special grants, earned income and membership dues and sponsorships.
- Continually update Philanthropy Ohio's business model to reflect changing conditions.

Member Service

- Provide leadership and supervision to support the recruitment and retention of members.
- When available and as appropriate, represent the organization at key member events throughout the state; schedule personal visits with key members to assure member services are reaching all areas of Ohio.
- Plan, implement and evaluate all program and service activities for member corporations and foundations.
- Provide leadership to support Philanthropy Ohio's expanding connection with Ohio philanthropy, including new membership categories.
- Working with members, identify opportunities for new avenues of service that address the mission of Philanthropy Ohio.
- Encourage all foundation leaders to sustain leadership commitment, authorization, learning and outreach and strategically and intentionally advance diversity, equity and inclusion.

Public Policy

- Monitor bills and actions of Congress and the Ohio Legislature that are potentially of interest to the Philanthropy Ohio membership.
- Represent Philanthropy Ohio, as called upon, with state and national government and regulatory officials, charitable organizations, and other associations and leadership organizations.
- Facilitate the involvement of Philanthropy Ohio and its members in public and private initiatives statewide.

External Relations

- Identify opportunities for collaboration with other organizations to address the mission and provide services to Philanthropy Ohio members.
- Promote Philanthropy Ohio's connection with all forms of philanthropy in Ohio.
- Serve as the Philanthropy Ohio liaison with other regional associations of grantmakers, the Council on Foundations, and other infrastructure organizations serving philanthropy and the nonprofit sector.

- Support members to serve as a prominent voice for philanthropy in the state through speaking engagements and print media.
- Make connections with key people and organizations that Philanthropy Ohio needs to influence in carrying out its goals and long-term strategies.

Preferred Qualifications:

The President and CEO of Philanthropy Ohio is expected to be a highly motivated, diplomatic and entrepreneurial person who possesses the following experience, skills and knowledge:

- Ability to think strategically and creatively in anticipating and responding to the needs of members and philanthropy in general.
- Strong knowledge of philanthropy, the nonprofit sector and related public policy issues.
- Ability to develop a shared vision and strategic directions with the Board and manage that vision to successful outcomes.
- Ability to lead and inspire staff and board in support of the goals of the organization.
- Superior oral and written communication skills.
- Demonstrated experience and skills in financial management.
- Demonstrated fundraising skills, both in design and management.
- Ability to develop strong relationships with internal and external audiences based on trust and mutual respect.
- Ability to work effectively in a rapidly changing environment.
- Five years or more in a responsible management position.
- Four-year college degree.
- Experience in senior leadership of a membership association and/or philanthropy.

Compensation:

Full-Time Benefited; Salaried; Exempt Position. Approximate annual salary range: \$125,000 - \$140,000. The salary and benefits for this position are negotiable and depend on the candidate's work experience and qualifications. Philanthropy Ohio also offers a comprehensive benefits package.

Location and Travel:

This position is located in Columbus, Ohio. Appropriate relocation assistance will be provided. Position requires the ability to drive around the state as needed.

Application Process:

Interested candidates should submit a resume and thoughtful letter of interest to:

employment@philanthropyohio.org. Electronic submissions sent through this link are preferred. All submissions are confidential. Applications will be accepted until May 22, 2019.

Philanthropy Ohio is an equal opportunity employer and actively seeks a diverse pool of candidates. People from historically and currently under-represented communities are strongly encouraged to apply.

There shall be no discrimination of persons on the basis of race, age, sex, marital status, disability, citizenship, religion, national origin, sexual orientation, political affiliation or belief with regard to hiring, assignment, promotion or other conditions of staff employment.