

## **POSITION SPECIFICATION**

<b><u>POSITION TITLE:</u></b>	Executive Director
<b><u>REPORTING TO:</u></b>	Board of Directors
<b><u>LOCATION:</u></b>	McLean, Virginia
<b><u>THE COMPANY:</u></b>	<i>The Volgenau Foundation</i>

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### **THE ORGANIZATION:**

The Volgenau Foundation (TVF), launched in 1994, is a family foundation that awards grants to non-profit organizations supporting conservation, education, and classical music. We fund programs throughout the United States. TVF currently makes grants totaling \$10MM to \$15MM dollars annually and works with 40 grantees. We are committed to honesty, service to our country, humankind, and preservation of the environment.

We believe that preservation of the environment is essential to the survival of life on our planet and that people are inspired and enriched by nature. We fund organizations that purchase, protect, and restore land; protect marine and fresh water resources; and protect wildlife, especially species threatened by human activity. TVF supports conservation strategies that benefit local economies and engage and empower local communities. We also support scientific research that informs policy decisions, benefits wildlife, and educates the next generation of environmental champions.

We believe that children are the future of our society and deserve to grow in a safe environment that provides for their physical, ethical, and educational needs. Our education grants support innovative programs in pre-school through graduate school, via STEM instruction, arts enhancement, peer and adult mentoring, and leadership empowerment. Approximately half of our education grants support scientifically rigorous environmental education programs, which inspire and elevate children by connecting them to nature and helping them understand their place on the planet and their relationship to its natural wonders and wildlife.

TVF also funds classical music dissemination and education. We believe that human lives are enriched by exposure to the arts, specifically classical music, which inspires the human soul and has stood the test of time.

Our Board of Directors consists of our founders, Ernst Volgenau and Sara Lane Volgenau, and their three adult children, who are board directors. The Executive Director is the sole full-time staff member. Three board directors serve as part-time program officers and administrative staff. The foundation and Volgenau family offices are in McLean, Virginia.

For more information on the TVF, go to [www.volgenaufoundation.org](http://www.volgenaufoundation.org)

**POSITION AND OPPORTUNITY:**

The new Executive Director (ED) of The Volgenau Foundation will have the opportunity to help lead a knowledgeable Board committed to serving society through grants in conservation, education, and music. The ED will be challenged to guide TVF's impactful grant making, engage the next generation of the family, and foster the perpetuity of the foundation. The ED will grow his or her knowledge and expertise through significant professional development opportunities.

***Specific Responsibilities:***

The Executive Director (ED), as the only full-time employee of The Volgenau Foundation, reports to the Board of Directors and manages all activities of the foundation including governance, operations, financial and grant making functions.

**Leadership**

The ED works with the family board to provide leadership and guidance for long-term planning and the strategic direction of the foundation, including defining philanthropic priorities. He or she will maintain the required legal and policy documents and board materials.

**Operations**

The ED manages the day-to-day operations of the office, including relationships with building management, vendors, and consultants; and organizes events and meetings.

**Finance**

The ED works with the part-time Vice President of Administration, who also is a board director, to create the annual budget; process mail, expenses, and grant payments; reconcile accounts; prepare tax returns; and assist with financial audits.

**Grant Making**

The ED provides strategic guidance for two grant making cycles annually and manages grant making meetings with the board. He or she works closely with board directors to conduct research, schedule site visits and meetings, and recommend organizations for funding. He or she manages the foundation's online grant site, communications with prospects and grantees, and grant applications and reports.

**Public Relations**

The ED represents the foundation to the public, seeking opportunities to promote its name and reputation among our foundation partners, grantees, and the nonprofit community.

**DESIRED BACKGROUND AND PERSONAL CHARACTERISTICS:**

- Bachelor's degree or equivalent professional experience preferred; advanced degree desirable.
- Current or previous experience working in a family foundation highly desired.
- Experience working with non-profit or foundation boards.
- At least 10 years management experience in conservation policy, science, philanthropy or non-profit management with staffing, goal setting, project and budget development and management responsibilities.
- Experience working in a non-profit and/or a mission driven organization focused on TVF's philanthropic priorities, preferably conservation, and knowledge of dynamics and developments in the sector.
- Strong organizational skills, excellent attention to detail and ability to innovate.
- Demonstrate initiative, flexibility, resourcefulness, and ability to manage a variety of tasks simultaneously, set priorities, meet deadlines, and work both independently and as part of a team.
- Flexibility and sense of humor are essential.
- Ability to travel as needed.

**COMPENSATION / BENEFITS:**

TVF will offer a tailored benefits package and a competitive salary that is commensurate with experience.

**TO APPLY**

TVF has retained Jobplex, Inc., a DHR International company, to conduct this search. Please send your resume, expression of interest and compensation requirements to: [ed-volgenaufoundation@jobplex.com](mailto:ed-volgenaufoundation@jobplex.com)

**CONTACT INFORMATION:**

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*TVF is committed to the principle of equal opportunity employment and does not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law. All are welcome to apply.*