

## Position Announcement

### THEODORE R. & VIVIAN M. JOHNSON SCHOLARSHIP FOUNDATION



#### CHIEF EXECUTIVE OFFICER

The Johnson Scholarship Foundation seeks highly qualified applicants for the position of Chief Executive Officer. The Chief Executive Officer is responsible for the day to day management and operation of the Foundation. The Chief Executive Officer reports to and works in partnership with an engaged Board of Directors through the Chair of the Board who serves as the direct supervisor of the CEO. The Foundation is a private foundation created in 1991.

Dedicated to helping disadvantaged people to obtain education and employment by creating paths to brighter futures, the Johnson Scholarship Foundation has pursued these objectives for over twenty-five years. Through thoughtful planning and strategic partnerships, the Foundation has built a network of innovative funding programs and progressive relationships with some of the most respected and important community programs, schools, colleges, and universities in both the United States and Canada. Through the vision of our founder, Theodore R. Johnson, the Foundation has quietly and confidently enabled the education of thousands of people with disabilities, economically disadvantaged individuals, and Indigenous Peoples. With a mission of hope, encouragement, and dedication, the Foundation believes that through education, all things are possible - careers are born, citizens become responsible, and people become productive members of society. For further information please visit the Foundation's website at [www.jsf.bz](http://www.jsf.bz).

Central to the Foundation's culture is an exceptionally strong climate of collegiality- among board, staff, and consultants, and with grantees.

This position is located at the Foundation's office in West Palm Beach, Florida, and is a fulltime position. The Foundation currently has a staff of four and engages the assistance of multiple expert consultants. The Foundation expects to grant approximately \$9 million dollars in 2020.

#### PRINCIPAL RESPONSIBILITIES OF THE CHIEF EXECUTIVE OFFICER

**Staff Leadership:** Maintain and enhance a work environment that promotes teamwork, creativity, openness, productivity, and innovation to further the mission of the Foundation.

**Program Development:** Manage the ongoing, innovative development and implementation of grantmaking and programing, including meaningful evaluation of impact.

**Financial Management** With the Investment/Finance Committee, ensure compliance with Foundation policies regarding preservation, growth, and prudent use of the Foundation's assets. Oversee annual budget development, management, and reporting. Manage legal and financial accountability.

**Community Relations:** Maintain and develop productive working relationships with key partners and serve as chief spokesperson for the Foundation.

**Board Relations:** Regularly communicate with the Board on all aspects of the organization's performance. Support board members who are carefully recruited for their expertise so they continue to maximize their contributions to the Foundation's success. Partner with the Board in developing strategic direction and ensure successful execution.

## QUALIFICATIONS

The preferred candidate will be an inspiring, energetic, confident, and proven management professional with demonstrated successful experience in leading an organization, expanding mission-relevant grantmaking, and ensuring organizational effectiveness. The ideal candidate will be a self-starter who will bring the following experience, skills and knowledge:

- A proven passion for the Foundation's mission and a commitment to investing in the success of the populations the Foundation serves.
- Exceptionally strong interpersonal skills that have forged productive relationships across broad sector lines (grantees, board members, staff, consultants, community partners, community leaders, public officials, etc.). A proven record of the ability to quickly instill confidence in his/her professional abilities among multiple constituencies.
- Proven ability to inspire, manage, and build confidence and trust within an organization the size and complexity of the Foundation, including motivating, recruiting, developing, and retaining talented staff and consultants.
- An individual of integrity with high ethical standards and excellent judgment.
- A strategic communicator with excellent verbal and written communication skills.
- Ability and willingness to travel as required.
- Success in working with a Board of Directors would be an advantage.
- Bachelor's degree or higher.

## COMPENSATION

Salary is commensurate with experience and will be based on the qualifications of the person selected. A comprehensive benefits package is offered. Candidates from any geographical area will be considered; however, relocation assistance will be limited.

## APPLICATION DEADLINE

July 1, 2019, or until position is filled.

## APPLICATION PROCESS

Email (Word or PDF document) to: CEOsearch2019@jsf.bz with "JSF CEO Search" in the subject line. Inquiries should be directed to Maridel Moulton at Organizational Development (925.376.6757 - Pacific Daylight Time). A complete application must include: a current resume and a cover letter summarizing interest, qualifications, relevant experience, and compensation requirements.

***The Johnson Scholarship Foundation is an equal opportunity employer.***