

<b>ORGANIZATION:</b>	<b>William R. Kenan, Jr. Charitable Trust</b>
<b>POSITION:</b>	Executive Director
<b>REPORTS TO:</b>	Board of Trustees
<b>LOCATION:</b>	Chapel Hill, NC
<b>INFORMATION:</b>	<a href="#"><u>Website</u></a>
<b>TO APPLY:</b>	Please send cover letter and resume as one PDF to <a href="mailto:WRKenanED@pbrsearch.com"><u>WRKenanED@pbrsearch.com</u></a> with title format “Last Name First Name – Letter Resume.”

## **BACKGROUND**

Inspired by the vision and values of the founder, William R. Kenan, Jr., the William R. Kenan, Jr. Charitable Trust (the Trust) seeks to improve lives by helping and educating people, particularly in communities experiencing poverty. Starting with the memorable mandate in William R. Kenan, Jr.’s will, “Education is the most cherished gift an individual can receive,” the Trustees believe that education is one of the building blocks enabling academically underserved children and families to realize their full potential. Grants are currently focused in the areas of higher education, birth through grade 12 schooling, arts and culture, community development, and health and human services. In addition, the Trust is committed to funding programs at the nexus of health, education, housing, and jobs. This evolution in the program reflects the Trustees’ ability to refine the past and current grantmaking strategy as they deem appropriate, in line with the founding intentions of the Trust.

## **POSITION**

The Trust seeks a strategic and visionary executive director to build on the organization’s successful past and help define its next chapter. This is an exciting opportunity to partner with a dedicated group of Trustees to set a philanthropic strategy that responds to the needs of communities primarily in North Carolina, Virginia, Florida, and New York in the areas of education, arts and culture, community development, and health and human services.

## **RESPONSIBILITIES**

### **Leadership and Strategic Vision**

- Build strong and trusting relationships with the Trustees and develop a deep and nuanced understanding of the impact they intend to achieve through their grantmaking.
- Keeping the Trustees’ interests and the founding intentions of the Trust at the forefront, work with the Trustees to develop a strategic plan that clearly states desired outcomes and impact.
- Be a strategic advisor to the Trustees, presenting them with a range of programs and partnerships through which they can realize the goals of the strategic plan.
- Provide thoughtful, proactive communication and support to the Trustees on a regular basis.
- Serve as a creative collaborator for the Trustees and staff with a goal of developing innovative grantmaking programs that maximize the resources of the Trust.
- In conjunction with staff, plan and execute all grantmaking and grantee support activities; develop and implement program evaluation systems that support data-driven assessment, reflection, and improvement as needed.
- Identify and conduct due diligence on prospective grantees; collaborate with staff to make well-reasoned recommendations to the Trustees for grant funding.
- Be the face and voice of the Trust; clearly and compellingly communicate the Trust’s goals, and actively seek connections and relationships to achieve those goals.
- Be a culture-carrier for the Trust; represent the Trust with integrity, both internally and externally.
- Grow and strengthen the Trust’s network of institutional partnerships, with a goal of leveraging philanthropic investments for the greatest possible impact and outcomes.
- Stay abreast of and communicate about developments in philanthropy and in the programmatic areas the Trust supports.

## **Organizational Development and Operations**

- Assess and build out the Trust's team as needed by making strategic hires in line with organizational goals in the areas of program development, operations, and administration.
- Provide vision, leadership, and direction to the team, ensuring their activities are aligned with stated outcomes and focused on realizing the philanthropic intentions of the Trustees; provide meaningful opportunities for staff development and growth.
- Foster an organizational culture that values and inspires all staff members, motivating them to reach their fullest and most productive potential as a cohesive team with both subject matter expertise and operational talent.
- With staff, coordinate closely with corporate Trustees to carry out all administrative functions. Develop and maintain optimal organizational infrastructure to support staff capacity and efficiency; recommend improvements related to grants management, operational support, and the functioning of the office.
- Supervise relevant staff in maintaining the highest standards for all operations of the Trust, including compliance with the terms of the Trust, applicable state law, and tax and regulatory requirements. Monitor compliance with annual IRS-required minimum distribution requirements; support external auditor annual review and implement recommendations; in coordination with outside consultants, supervise filings related to insurance, labor laws, retirement, and other staff benefits.

## **QUALIFICATIONS**

The ideal candidate for this position will be a curious, driven, and inspiring leader with a deep passion for improving lives. Specifically, the executive director will possess:

### **Experience**

- Leadership experience with a relevant organization or foundation known for quality and excellence; previous grantmaking experience a plus.
- Superior organizational development and business operations experience, with the ability to identify and implement the staffing and structures necessary to create a best-in-class organization.
- Solid project management experience, with the ability to set goals, adjust and rethink systems, manage deadlines, and evaluate results.
- Experience successfully designing and implementing strategic planning processes.
- A successful track record as an advocate for mission-driven causes.

### **Personal Attributes**

- Strong interpersonal skills, with the ability to develop effective relationships and partnerships both internally and externally.
- An ability to think critically and creatively about the complex, interconnected issues the Trust works to address, and the capability to develop strategic, holistic grantmaking initiatives.
- An aptitude for facilitating dialogues that cover a wide range of ideas, ambitions, and opinions. Skilled at getting to the heart of, and comfortable holding the complexity of, challenging issues without giving in to oversimplification.
- Political savvy and diplomacy, with the ability to work effectively with, and gain the respect and support of, stakeholders from a wide array of backgrounds and perspectives; current networks and credibility with a range of leaders, thinkers, and advocates in relevant fields.
- Presence to serve as an effective spokesperson and ambassador for the Trust, with strong verbal and written communication skills; ability to travel as needed to represent the Trust.
- Desire to develop and strengthen relationships locally, regionally, and nationally with a wide range of individuals, organizations, and government entities.

## **COMPENSATION**

- Highly competitive salary, commensurate with experience
- Generous, comprehensive benefit package

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*Frequently cited statistics show that women and people from underrepresented groups apply to jobs only if they think they meet 100% of the criteria. If you meet many but not all the criteria and feel you may be a good fit for the role, The William R. Kenan, Jr. Trust encourages you to apply.*

*The William R. Kenan, Jr. Trust is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. In addition, The William R. Kenan, Jr. Trust will provide reasonable accommodations for qualified individuals with disabilities.*