

**ORGANIZATION:** The Carmel Hill Fund  
**POSITION:** Executive Director  
**REPORTS TO:** Board of Trustees  
**LOCATION:** New York, NY (midtown Manhattan)  
**TO APPLY:** Please send cover letter and resume as one PDF to [CarmelHillFundED@pbrsearch.com](mailto:CarmelHillFundED@pbrsearch.com) with title format "Last Name First Name – Letter Resume."

## **BACKGROUND**

Founded in 1986 by William J. Ruane, the mission of The Carmel Hill Fund (the Fund) is to encourage children's ability and passion for reading, and to help make mental health services available for children and adolescents, particularly among at-risk youth. The Fund's Trustees and staff strive to carry forward Mr. Ruane's empathetic vision and creative problem-solving by funding programs that encourage social and emotional learning, reading skills, mental health service availability, and community support. Grantees are considered partners in addressing issues of mutual concern, and their advice and expertise is valued and respected.

In addition to its grantmaking, The Fund also operates [The Carmel Hill Fund Education Program](#), which was created in 2004. The Education Program operates in schools in three cities – 51 in New York City; 19 in Monroe, Louisiana; and 59 in Denver, Colorado – and reaches over 35,000 students each year. The program's principal focus is the provision of literature, technology, and education software solutions, partnering with schools to track student independent reading progress and mastery of state learning standards. Program staff provide partner schools with premier in-person professional development and coaching to foster student literacy growth. Additional education projects include a long-standing partnership with the Academy of St. Paul & St. Ann in Harlem and a reading initiative with a leading community-based foundation.

## **POSITION**

The Fund seeks a strategic, collaborative executive director to build on its storied past and help define its next chapter. This is an exciting opportunity to partner with a dedicated group of Trustees and staff to set a philanthropic and programmatic strategy that responds to the needs of the communities the Fund serves.

## **RESPONSIBILITIES**

### **Leadership and Strategic Vision**

- Keeping the founding intentions of the Fund at the forefront, work with the Trustees and staff to develop a multi-year strategic plan that establishes goals for grantmaking and programming, and clearly states desired outcomes and impact.
- Serve as a creative collaborator with the Trustees, with a goal of developing highly effective grantmaking programs that maximize the resources of the Fund; establish a process for making well-reasoned recommendations to the Trustees for grant funding.
- Grow and strengthen the Fund's network of institutional partnerships, with a goal of leveraging philanthropic investments for the greatest possible impact and outcomes.
- 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.
- Clearly and compellingly communicate the Fund's goals, and actively seek connections and relationships to achieve those goals.
- Be a culture-carrier for the Fund; represent the Fund with integrity, both internally and externally.
- Collaborate and communicate with industry professionals on the issues the Fund supports to stay abreast of developments in philanthropy, literacy, and mental health. Be knowledgeable about the latest research in literacy and mental health to guide the Trustees' thinking and ensure that the Fund is supporting the most innovative solutions to these complex, urgent issues.
- Provide thoughtful, proactive communication and support to the Trustees on a regular basis.

### **Organizational Development and Operations**

- Oversee a team of highly motivated administrators, program directors, and independent contractors (currently 28 employees); develop a formalized process for hiring, professional development, and evaluation; provide vision, leadership, and direction to the team, ensuring their activities are aligned with stated outcomes and focused on realizing strategic goals.
- Assess and build out the Fund's team as needed by making strategic hires in line with organizational goals.
- Foster an organizational culture that values and inspires all staff members, ensuring strong internal communications and motivating them to reach their fullest and most productive potential as a cohesive team.
- Develop and maintain optimal organizational infrastructure to support staff capacity and efficiency; recommend improvements as needed related to grants management, operational support, and the functioning of the office.
- Develop and oversee the annual budget, ensuring that strong evaluation and planning, sound financial structures, budgeting practices, and reporting systems are in place; provide regular financial reports to Trustees regarding cash, investments, and other assets.
- Supervise relevant staff in maintaining the highest standards for all operations of the Fund, including compliance with annual legal and regulatory requirements of the Trust for IRS and state tax filings; IRS-required grant distributions; annual independent audit and preparation of financial statements; and other filings related to insurance, labor, and benefits. Meet quarterly with auditors and tax preparers.

### **QUALIFICATIONS**

The ideal candidate for this position will be an experienced leader and effective partner to the Trustees with a deep passion for literacy and/or mental health. Specifically, the executive director will possess:

#### **Experience**

- Leadership experience with a relevant foundation, trust, or organization known for quality and excellence; previous senior-level grantmaking experience ideal.
- A successful track record as an advocate for literacy and/or mental health; subject matter expertise a plus.
- Solid management experience, with the ability to oversee a robust team of staff and contracted hires, set goals, adjust and rethink systems, manage deadlines, and evaluate results.
- Experience successfully designing and implementing strategic planning processes.
- 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.

#### **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 issues the Fund 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.
- Presence to serve as an effective spokesperson and ambassador for the Fund, with strong verbal and written communication skills.

### **COMPENSATION**

- Minimum salary \$300K; room to go beyond, commensurate with relevant experience
- Generous, comprehensive benefit package including paid vacation days, sick days, health insurance, 401(k) contribution, and FSA

*The Carmel Hill Fund 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 Carmel Hill Fund will provide reasonable accommodations for qualified individuals with disabilities.*