

THE  Clarence
FOUNDATION

Job Announcement
Executive Director
The Clarence Foundation

The Clarence Foundation is a publicly supported grantmaking organization based in Oakland, CA, USA. Our mission is to promote engaged international philanthropy by serving as a catalyst and host of globally focused giving circles. A giving circle, the philanthropic equivalent of a book club, is a group of donors who pool their time, talent and resources to make grants together.

After ten years of leading the organization, our founding Executive Director will be stepping down from his position, so we are seeking a dynamic and entrepreneurial individual with a diverse skill set to help our foundation reach its next stage of impact. The Clarence Foundation itself is in a very exciting time. After ten steady and successful years, we are expanding our efforts to reach more people and extend our impact.

The Executive Director reports to the Board of Directors and is responsible for overseeing the day-to-day administration of the foundation's programs, operations and fund development efforts. The position requires an ability to function independently while also working in close partnership with the members of the board, donors and other organizational stakeholders. The Executive Director is the only full-time staff of the organization and works with a part-time Office Manager. S/he must feel comfortable working on his/her own for periods of time while also being a people person when meeting with donors, networking with colleagues, and making presentations at meetings and events.

In broad terms, we are seeking a candidate with a unique combination of skills in the following areas:

- 1. Group Work/Facilitation:** The ideal candidate will have prior experience in working with groups and be able to provide guidance to volunteer giving circle leaders on managing group dynamics in their grant decision-making processes.
- 2. Fundraising/Donor Recruitment:** The position requires a strong comfort level with fundraising and networking, as the Executive Director is involved in recruiting donors into our giving circle programs as well as raising general operating support from individual donors, foundations and organizational events.
- 3. International Experience/Interest:** We are seeking a candidate with prior experience volunteering or working in developing countries. You should have a passion for international issues and an ability to convey the power of international giving as a way to inspire others to get involved.

The Executive Director performs the following specific duties:

Programming:

- plan, implement and evaluate our giving circle programs and services
- pursue program partnerships with like-minded organizations for our giving circle programs
- develop and facilitate our Traveling (Overseas) Giving Circle programs
- provide advice on international grantmaking to giving circle leaders and members

Fundraising & Donor Recruitment:

- conduct outreach and recruit donors and leaders for our giving circle programs
- fundraise for general operating support from individual donors and foundations
- oversee e-mail campaigns and periodic e-newsletters
- network extensively in the philanthropy and business communities

Communications:

- create and oversee the production of organizational collateral materials
- speak at events and conferences to promote global philanthropy and giving circles
- secure media coverage and/or write articles/op-ed pieces
- work with the board's technology committee on the continued development of our new website
- use online tools to promote involvement in giving circles via our website
- write donor communications

Financial Management:

- work with the Board President and Treasurer to develop the annual budget
- monitor finances and cash flow to assure that we are meeting our goals
- oversee day-to-day accounting tasks of the Office Manager
- process bi-monthly payroll
- file quarterly payroll taxes and our annual 990 return

Administration & Management:

- supervise a part-time Office Manager
- manage our donor/giving circle database in partnership with the Office Manager
- perform other time-sensitive administrative tasks on days when the Office Manager is not present

Board Relations:

- interface with board members who work with the Executive Director in all of the above areas
- serve as "motivator-in-chief" and partner with the Board Chair and Secretary to keep the work of the board committees on track
- work with the Board Chair and Secretary in preparing for and presenting at board meetings

Personal Qualities:

This could be an extremely satisfying position for someone who wants to take a proactive leadership role in an organization with tremendous potential. The ideal applicant will have an entrepreneurial personality who doesn't necessarily wait for instructions and can take the initiative to make things happen. You may even be someone who has thought about starting your own organization at some point. The position requires a positive, forward-thinking attitude, and an ability to juggle many tasks at once. A sense of humor helps! The position also requires someone with a strong personal commitment to our mission of promoting increased international giving to benefit people living in poverty around the world.

Salary & Benefits:

Compensation is to be determined based upon experience, plus benefits. The salary represents that of a small and entrepreneurial nonprofit and is expected to increase as the organization continues its growth.

Please submit a resume and a cover letter that specifically addresses your past experience in the areas outlined above, salary requirements (if any), along with any other special skills and qualities you would bring to the position by May 22, 2009 to info@theclarencelfoundation.org.