



# EXECUTIVE DIRECTOR POSITION PROFILE

FALL 2021

## THE OPPORTUNITY

The Community Foundation for Southeast Michigan, a multifaceted, full-service philanthropic organization leading the way to positive change, is seeking an **Executive Director, NEI** to lead the program and grantmaking activities of the New Economy Initiative, a special project of the Community Foundation. The Executive Director regularly communicates with both present and potential entrepreneurship-based donors of the Community Foundation and actively participates in developing and securing funding for special inclusive entrepreneurship and small business development-related initiatives.

The Community Foundation is creating permanent, positive change in southeast Michigan through thoughtful philanthropy. With generous support from thousands of donors, the Community Foundation is building a permanent endowment for the region and helping individuals, families, and businesses fulfill their charitable goals.

## THE NEW ECONOMY INITIATIVE (NEI)

Started in 2007, the New Economy Initiative (NEI) is a philanthropic collaboration and special project of the Community Foundation for Southeast Michigan working to build a regional network of support for entrepreneurs and small businesses. Our mission is to grow an inclusive culture of entrepreneurship in southeast Michigan that benefits all residents and strengthens the regional economy.

To learn more about NEI, go to: <https://neweconomyinitiative.org/>

## THE COMMUNITY FOUNDATION OF SOUTHEAST MICHIGAN

The Community Foundation for Southeast Michigan was established in 1984 for the betterment of the residents of Wayne, Oakland, Macomb, Monroe, Washtenaw, St. Clair and Livingston counties. Since then, we've come to be defined by the positive impact we've helped to create.

To us, southeast Michigan isn't a geographic region. It's the place we call home. And because of that, we care deeply about it and have a strong understanding of how our community can be improved. Over the years, we've helped create and fund numerous projects — ranging from education to arts and culture to community development — that improve the lives of those who live here.

The Community Foundation is more than an organization. We are passionate professionals striving to make our region the best it can be. We are dedicated to making powerful change in our communities and solving the complex problems facing our region. We are here to help...in perpetuity.



As a permanent community endowment built by gifts from thousands of individuals and organizations, the Foundation supports a wide variety of activities benefiting education, arts and culture, health, human services, community development and civic affairs. Since its inception, the Foundation has distributed more than \$1 billion through more than 67,000 grants to nonprofit organizations throughout Wayne, Oakland, Macomb, Monroe, Washtenaw, St. Clair and Livingston counties.

## **ABOUT THE POSITION**

### **RESPONSIBILITIES INCLUDE**

- Develop the vision and strategic leadership for effective program investments and planning for growth of NEI grantmaking and policy advancement functions.
- Manage and direct NEI program staff to:
  - Ensure the development of quality grant recommendations and initiatives.
  - Ensure grant recommendations are coherent, accurate and provide all required information.
  - Ensure compliance with donor intent in matching competitive grant proposals to various funds of the Foundation.
  - Develop annual objectives and budgets for review and concurrence of the President and meet all goals and timing outlined.
- Manage and direct NEI partners to:
  - Ensure the quality and effectiveness of the inclusive small business support network.
  - Ensure awareness and influence at public sector tables to leverage philanthropic investments with public sector funding.
  - Ensure connectivity of philanthropic-funded entrepreneurship or small business development initiatives with local and State economic development leaders.
- Provide direction and oversight to the complex multi-foundation collaboratives supporting NEI's programs.
- Provide oversight to staff regarding NEI funds of the Foundation, staying abreast of legal changes that affect charitable purpose of grants supporting entrepreneurial and business development endeavors.
- Maintain procedures and systems to conduct quality and efficient administration of grants.
- Establish and maintain effective working relationships with key individuals and organizations within the grantmaking functions of the Community Foundation.

COMMUNITY FOUNDATION OF SOUTHEAST MICHIGAN  
Executive Director, New Economy Initiative (NEI)

- Inform NEI funders of program and grantmaking activities to align their investments with NEI.
- Develop and direct special analysis of need or needs assessment reports to assist in determining overall appropriateness of significant grant activities.
- Develop program ideas and, working with philanthropic services staff, solicit funding from other foundations, individuals, and corporations to enhance the NEI grantmaking program.
- Manage the NEI grant and program operations budgets.
- Work with Human Resources Officer to secure staff, as authorized, and supervise training and continual education of NEI staff.
- Work with Communications Vice President to develop and implement messaging to promote and share impact of NEI-related activities.
- Assist in increasing the Community Foundation's visibility, contributing to its positive image, and furthering its reputation through developing and maintaining relationships with community leaders, charitable giving partners and nonprofit organizations.
- Attend appropriate events and programs, maintaining membership in key organizations, and participating in activities to expand the public's awareness of NEI and the Community Foundation.
- Undertake other responsibilities as assigned by the President.

## DAILY ACTIVITIES

- Manage and provide direction to staff and contractors working on NEI activities to meet objectives.
- Manage and provide direction to formal NEI partners to meet goals, milestones, and key performance indicators (i.e., Invest Detroit's Small Business Network Director).
- Facilitate and convene funders who are investors in NEI to inform and align grantmaking, as well as prospect for additional funding.
- Review and evaluate grant requests from NEI funds, and present requests for formal consideration to President and appropriate CFSEM committees.
- Utilize and summarize information and data that defines needs or demonstrates the impact and value of the NEI-related initiatives to funders and policy makers to source additional and new funding opportunities.
- Actively participate and contribute to inclusive entrepreneurship and small business development efforts at local and State level

## QUALIFICATIONS

The successful candidate will have at least 8 years of experience as a professional supporting inclusive entrepreneurship, business development, or economic development with a demonstrated track record of creative, entrepreneurial leadership that has demonstrated strategic visioning and accomplishing outcomes.

This professional should have knowledge of grantmaking, monitoring and evaluation, and network building principles, practices, methods, and techniques.

The candidate must have excellent written and verbal communications skills, including public speaking capabilities, strong professional public relations, community contact, and image building skills, as well as the capacity to effectively manage grantmaking and fund leveraging activities involving philanthropic, public, private sector, and entrepreneurs' interests.

### Previous experience and qualifications include:

- Bachelor's degree, Master's degree preferred
- 8+ years of experience working in entrepreneurial support program or economic development policy areas
- Experience activating, leading successful, comprehensive, and strategic fundraising or related programs
- Experience working with foundation and multi-sector partners, including identifying prospects, cultivating, and stewarding relationships and overseeing the strategic development of proposals
- Ability to recruit and lead a high-performing team of staff and contractor partners with diverse skills and expertise.
- Comfort interacting with and engaging, with respect and sensitivity, a diverse set of stakeholders to work toward a common goal, including senior executives, staff, contractors, grantees, and partners
- Ability to effectively communicate both orally and in writing to diverse stakeholders
- Strong financial and program management acumen; understands the importance of work streams, prioritization of tasks to achieve expected outcomes, budgets, revenue, and expenses.
- Ability to understand use of data to communicate and drive actions

### Professional Characteristics

- Collaborative, inclusive, and enthusiastic leadership style that delivers results
- Respect for and a genuine interest in advancing inclusive entrepreneurship and the growth of small businesses, primarily those in underserved communities or led by underserved entrepreneurs
- Ability to build trusted relationships and willingness to be an ambassador for the Community Foundation in a variety of settings
- Strong interpersonal and network skills

### **TO APPLY**

Qualified individuals who express an interest in applying for the Executive Director position should submit an electronic version of their cover letter and resume to the [Apparatus Solutions' career portal](#) for consideration.

The Community Foundation for Southeast Michigan is proud to be an Equal Opportunity Employer. The Foundation is committed to creating a diverse environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.