

# Executive Director

## Position Profile

### Introduction to the Springfield Foundation



Founded in 1948, the Springfield Foundation has a rich history of supporting and improving the quality of life for the residents of Clark County, Ohio. With over \$110 million in assets, the Foundation is proud to continue the legacy of community foundations in Ohio—the birthplace of community foundations.

The Springfield Foundation is a catalyst for philanthropy, connecting community members to causes that directly touch their lives and the lives of their neighbors. In 2021, the Foundation fully funded 87 grant proposals across six sectors, totaling over \$800,000. And, the Foundation stewards more than 100 different scholarships designated towards high school, college, and non-traditional students taking the next step in their academic and professional journeys.

The Foundation plays an active role in advancing the future of Springfield, not only providing investment-related insights, but also championing influential initiatives. The African American Community Fund and Women’s Partnership Fund, as members of the Springfield Foundation affiliate family, are dedicated to breaking down barriers so that all community members have opportunities to succeed. The Springfield Foundation knows that philanthropy is at its best when everyone participates.



By stewarding funds in its care effectively and efficiently, the Springfield Foundation has earned the trust of its community. When agency partners entrust their endowment funds to the Foundation, they gain access to valuable investment opportunities, administrative resources, and financial advice to advance their organizations. Donors know that their investments are in good hands, and will be used for the greatest benefit of the most people.

### The Opportunity

The Executive Director (ED) of the Springfield Foundation has a tremendous opportunity to build on a legacy of success and to guide the Foundation and the city to an even brighter future.

Relationships are at the heart of the Foundation’s work. The ED will relish the chance to forge new connections, while nurturing existing ones. The ED will be a confident ambassador for Springfield and Clark County, representing the whole community. And, they will make room at the table for underrepresented groups and new voices, encouraging dialog that yields new ideas and inspires new initiatives.



Springfield Foundation  
For good. For ever.

The ED will have their finger on the community's pulse, working with the board to identify the most pressing needs and adapting quickly to emerging priorities. They will continue to support ongoing Foundation initiatives that encourage prosperity and opportunity for all residents, such as downtown revitalization. Diversity, Equity, and Inclusion guide all facets of the Foundation's work, and the ED will embrace these principles. By seeking input from their neighbors, the ED will find new ways for the Foundation to support the wellbeing of all who call Springfield and Clark County their home.

The new ED will ensure that the Foundation remains a leading community resource—not just for funding, but for information, advice, and advocacy. They will foster cooperation and collaboration among Springfield and Clark County residents. And, they will inspire the confidence of their community and the generosity of donors.

## About the Position

### Key Position Functions

**Board Relations** – Establish and maintain strong board relations including supporting the board in recruitment, board development and growth, and evaluation. Provide ongoing communications and reports to the board and committees. Serve as liaison and provide board with leadership and best-practice support; serve as ex-officio member of board committees.

**Convening and Building Networks** – Develop and maintain strong community relationships and network. Convene community leaders on strategic topics and initiatives related to the Foundation's interests.

**Financial Management** – Lead and provide sound financial management practices and support. Oversee financial budget management and monitoring. Ensure accurate financial reporting and support the board in financial oversight. Manage third parties that provide financial investment counsel and custody.

**Fundraising** – Lead fundraising and development activities, including development planning, annual campaigns, event fundraising, and planned gifts. Ensure effective donor relations and stewardship. Oversee all fundraising operations, data management, reporting, and relationships.

**Grantmaking** – Oversee and lead grantmaking activities including grant review, grant monitoring, and reporting. Ensure grantmaking is consistent with Foundation strategies and goals.

**Marketing, Public Relations, and Communications** – Oversee the Foundation's marketing and communication efforts to increase the community's awareness of the Foundation's priorities and initiatives. Serve as the Foundation's public face; represent the Foundation and speak at public, civic, and donor events. Oversee the Foundation's print and digital communications.

**Operations Management** – Lead day-to-day operations and human resource management. Build and develop an effective team. Ensure compliance with laws and regulations; develop and communicate effective policies and operating procedures.

**Strategy and Planning** – Lead strategy and planning efforts to ensure that the Foundation's work is aligned with board direction, strategy, and vision. Strategy and planning includes the diversity, equity, and inclusion lens in all strategy and planning work. Ensure that the staff team has operational plans that enable the Foundation to achieve established strategic objectives.

## Qualifications

### *Required*

Ten years' experience in a management and leadership position with responsibility for serving diverse community constituents and clients. Experience evaluating constituent needs; developing and implementing strategic and operational plans to meet the organization's objectives.

Degree in public administration, business administration, finance, nonprofit management, or related field or equivalent knowledge/experience.

### *Desired*

Nonprofit sector leadership; fundraising and donor relations experience; board relations; convening community stakeholders to meet community needs and objectives. Experience with grantmaking and/or foundation programs and management.

Master's in Public Administration or Business Administration

CFRE

## Board of Directors

Victoria Dawson-Scruse,  
President

Steve Moody, Vice President

Nettie Carter-Smith,  
Treasurer

Amanda Lantz, Secretary  
Sunna Bass

Basil Fett

Greg Flax

Sharon Frandsen

Jeanne Lampe

Kristie Leeth

Matt Luther

Jermain Maynard

Greg Rogers

Blake Shaffer

Humera Umerani

Chris Wells

Rachel Wilson

## About the Region

The seat of Clark County boasts a low cost of living and a high quality of life. Residents enjoy a rich variety of recreational and cultural offerings in this historic industrial city and the surrounding region, including...

- Havens for nature lovers, such as the Little Miami Scenic Bike Trail, the Mad River, and Clifton Gorge;
- Inspiring museums like Frank Lloyd Wright's Westcott House Museum, the Heritage Center Museum, the Hartman Rock Garden, and the Springfield Museum of Art;
- Cultural institutions, like the Springfield Symphony Orchestra and the annual Springfield Arts Council Summer Arts Festival;
- A wide range of dining options: bakeries, family-run Italian restaurants, bistros, and breweries, as well as local food and beverage vendors at the Market at COhatch Springfield; and
- Delightful shopping in Springfield's historic downtown.

Springfield is home to Wittenberg University, a leading liberal arts institution founded in 1845, and Clark State Community College, which serves over 5,000 students. The city is also a hub for agribusiness and



food processing and companies known nationwide, including Dole, Gordon Food Service, Woeber's Mustard, and Reiter Dairy.

Springfield lies just a quick drive away from Columbus, Dayton, and Cincinnati. The region has so much to offer, and with easy access to Interstate 70 and two major airports, you're never far from exciting new experiences.

## Application Process

Benefactor Group is pleased to be assisting the Springfield Foundation with this executive search. Applications will be reviewed as they are received. All applications are considered highly confidential. To be considered for this position, please send a cover letter and resume to:

**Benefactor Group Recruitment Team**

[HR@benefactorgroup.com](mailto:HR@benefactorgroup.com)

<http://www.benefactorgroup.com>

To learn more about the Springfield Foundation, visit: [springfieldfoundation.org](http://springfieldfoundation.org)