

*This search ended in March, 2007, with the appointment of  
Karen Green, director of the governing boards program at the Council on Foundations.*  
\*\*\*\*\*

Job Announcement

**Healthcare Initiative Foundation**

**Executive Director**

(Montgomery County, Maryland)

(Posted: February, 2007)

The Healthcare Initiative Foundation in Montgomery County, Maryland, has retained Slesinger Management Services to recruit a seasoned leader and manager to serve as executive director. This is an exceptional opportunity for an individual knowledgeable about healthcare, especially in Montgomery County, Maryland, and the work of grantmaking foundations. Applications will be accepted until this position is filled.

**The Organization**

The Healthcare Initiative Foundation (HIF) is a nonprofit organization whose mission is to support initiatives that will improve the health of residents of Montgomery County, Maryland (which is adjacent to Washington, DC).

The Foundation, which has had a low-profile until now, was formed in 1973 as the Suburban Maryland Health Foundation. Over the years, it has provided support to a small number of healthcare providers in Montgomery County.

With an endowment now valued at \$60 million, the Foundation intends to broaden significantly its grantmaking capabilities, although it will continue to fund only nonprofit organizations that carry out healthcare activities in Montgomery County, Maryland. It is the Foundation's intent to make grants annually totaling five percent of its assets, i.e. about \$3 million in 2007.

Over its first 33 years of operation, the Foundation had no paid staff, relying exclusively on its volunteer board of trustees, which is currently made up of six people and chaired by Robert H. Myers, Jr., an attorney with a Washington, DC, law firm. Given the growth of the Foundation and the recent decision to fund more organizations, the board has decided to hire its first executive director.

To learn more about the Healthcare Initiative Foundation, please see its report, including recent IRS 990s, at [www.Guidestar.org](http://www.Guidestar.org). (The Foundation does not yet have a website; creating one will be among the executive director's initial responsibilities.)

**Principal Responsibilities of the Executive Director**

The overriding responsibility of the executive director is to convert the organization from a low-profile, board-led foundation that supported a small number of organizations to a visible grantmaker that will seek opportunities to invest in a larger number of organizations dealing with healthcare in Montgomery County, Maryland. While decisions about which nonprofit organizations to support will remain with the board of trustees, the executive director will identify organizations, topics, projects, and

activities worthy of Foundation support, assess proposals seeking Foundation grants, and make recommendations to the board. The executive director will also be responsible for monitoring and evaluating the grants made by the Foundation.

The new position of executive director could be either fulltime or part-time, e.g. four days per week, depending on the preference of the top candidate, with compensation adjusted accordingly. The office could either be in the executive director's home or in commercial office space, e.g. in Bethesda, where one of the board members might have available space to lease to the Foundation.

### **Desired Skills and Personal Characteristics**

To be successful, the ideal executive director will be:

1. Knowledgeable about:
  - the work of community-based nonprofit organizations in healthcare;
  - the ways that grantmaking foundations operate; and
  - Montgomery County, Maryland.
2. Able to lead the Foundation's transition from an all-volunteer organization to one in which funding decisions and other key strategic decisions will be made by the board with the support of its new one-person staff.
3. Capable of diligently interacting with grantees, who will be required to report to the Foundation on the expenditure of funds and the implementation of grant activities, and then reporting to the board.
4. An excellent communicator who can establish credibility with leaders of nonprofit organizations involved in healthcare, other grantmakers, local government officials, and the media.
5. Capable of both thinking strategically and putting together detailed operating plans to turn good ideas into well-executed activities.
6. Knowledgeable about the effective management of small mission-driven nonprofit organizations, including program development, financial management (although the endowment will continue to be managed by investment advisory firms reporting to a board committee), and board development.

### **Compensation**

Salary will be commensurate with experience and qualifications. Compensation also includes a comprehensive benefits package that the board and executive director will craft together. As noted above, the position could be either fulltime or part-time.

### **To Apply**

Please **e-mail** (or mail):

- 1) cover letter that explains why you're interested and qualified,
- 2) resume, and
- 3) three-year salary history (which will be held in strict confidence) to:

Larry Slesinger  
 Slesinger Management Services  
 5016 Westpath Terrace  
 Bethesda, MD 20816  
 Tel.: 301-320-0680

E-mail: [Larry@SlesingerManagement.com](mailto:Larry@SlesingerManagement.com)

(please include "HIF" in subject line;  
 attached files in Microsoft Word or PDF only)

All applications will be acknowledged promptly as long as an e-mail address is provided.  
(This job announcement can also be found at [www.SlesingerManagement.com](http://www.SlesingerManagement.com).)

The Healthcare Initiative Foundation is an Equal Opportunity Employer.