

(This search was completed in October, 2000, with the appointment of Phillipa P. Taylor, Vice President for Finance and Administration at the Council on Foundations in Washington, DC.)

Job Announcement

Public Welfare Foundation Chief Financial and Administrative Officer

(Posted: August 3, 2000)
(original title was Director of Finance and Administration)

The Public Welfare Foundation in Washington, DC, is looking for a seasoned manager to serve as director of finance and administration. This is an exceptional opportunity for an individual to oversee the “business side” of the foundation—specifically the departments responsible for investments, financial management, human resources, information technology, facilities management, and grants management. The Public Welfare Foundation invites applications from candidates with the skills and experience described below. Applications will be accepted until the job is filled.

The Foundation

The Public Welfare Foundation is a private, grant-making foundation whose mission is to improve the lives of disadvantaged people around the world. The foundation makes grants to nonprofit organizations working in areas that include criminal justice, health, disadvantaged youth, disadvantaged elderly, the environment, population and reproductive health, community economic development and participation, and human rights and global security. Founded in 1948 by newspaper publisher Charles Edward Marsh, the foundation has assets currently worth \$440 million. In 1999, it made 486 grants totaling \$19.5 million to organizations throughout the United States.

The foundation is governed by a 13-person board of directors, and has a staff of 25. Its executive director is Larry Kressley, who was appointed in 1991 after serving for several years as the foundation’s senior program officer.

For more information about the foundation, please go to <http://www.PublicWelfare.org>.

The Position and its Principal Responsibilities

The position of director of finance and administration is a new position, created as a result of a staff reorganization triggered by the retirements of two senior staff members, and the foundation’s imminent move from leased space in a commercial office building to a building it will own and operate—the historic True Reformer Building at 12th and U Streets, N.W., in the Shaw neighborhood of Washington, DC. (In addition to housing its

staff in the True Reformer Building, the foundation will run a conference center for the benefit of community and other nonprofit organizations in Shaw and elsewhere in the Washington, DC metropolitan area.)

The director of finance and administration's responsibilities will include:

1. Directing the business side of the foundation, i.e. all areas outside grant-making and evaluation, including accounting and financial services, investments, human resources, office management, building management, computer systems, insurance, and grants management.
2. Insuring that the business side of the foundation has the systems, personnel, and other resources that will enable the foundation to carry out its mission effectively and efficiently. In the new staff structure, the director of finance and administration will supervise five senior staff—an investment manager (a new position), a human resources and building manager, a financial manager, a computer systems manager, and a grants manager. Altogether, the finance and administration side of the foundation has 11 positions.
3. Negotiating and approving contracts with outside vendors and consultants, including those engaged by program staff.
4. Along with the executive director and the senior program officer, being part of the three-person senior management team responsible for providing strong leadership and direction for the foundation.
5. Staffing board committees responsible for oversight of key finance and administrative areas, including the Finance and Audit Committee and the Personnel Committee.

Desired skills and personal characteristics:

As the person leading the business side of the foundation, the director of finance and administration should be:

1. Adept in working with and analyzing financial information and other quantitative data.
2. Skillful in explaining financial and other information to the staff and board.
3. Capable of developing, motivating, and supervising senior staff at the director level who have highly specialized knowledge of their areas of responsibility.
4. Sufficiently skilled and knowledgeable in all functional areas to be supervised.
5. Able to write clearly, concisely, and effectively.
6. Attentive to detail and consistently thorough.
7. Instinctively creative to find better ways to achieve the organization's goals, and savvy enough to know how to introduce and implement change consistent with the foundation's mission, culture, and values.
8. Genuinely interested in the work of grant-making institutions and supportive of the Public Welfare Foundation's mission.

Desired experience:

1. At least 10 years of management experience. A record of accomplishment in financial management is critical.
2. Working knowledge of human resource management, information technology, facilities management, legal and regulatory issues, and investments.
3. A graduate degree in a management-related field, e.g. business administration or nonprofit management.
4. Experience with foundations, associations, or other nonprofit organizations is preferred, but not required.

Compensation

Salary will be commensurate with experience and qualifications, and competitive with director of finance and administration positions at other Washington-based nonprofit organizations of comparable size. The foundation offers a generous benefits package.

To Apply

Please **e-mail or mail**: 1) cover letter, 2) resume, 3) email address, and 4) three-year salary history (which will be held in strict confidence) to:

Larry H. Slesinger
Slesinger Management Services
5809 Augusta Lane
Bethesda, MD 20816
Tel.: 301-320-0680
E-mail: LSlesinger@erols.com (attached files in Microsoft Word only)

(This job announcement can also be found at <http://www.SlesingerManagement.com>.)

The Public Welfare Foundation is an Equal Opportunity Employer.