

Marshall Foundation

Job Description: Executive Director

About the Foundation

Founded in 1930 by Louise Foucar Marshall, who was the University of Arizona's first woman professor, the Marshall Foundation was the first private foundation in the state. Honoring the work and legacy of our founder, our mission today is to transform lives by fostering equitable access to education. The Foundation operates Main Gate Square, a successful retail shopping center with a diverse mix of tenants servicing the Tucson community, which enables us to fund grants supporting education and related wraparound support services for underserved populations in Pima County, Arizona.

Position Overview

Our new Executive Director (ED) will be a seasoned nonprofit or philanthropic executive with a talent for building and maintaining relationships, a business mindset, a strong work ethic, and a proven commitment to equity, especially in higher education. In addition to leading the Foundation's staff, the ED will also oversee the third-property company that manages the Foundation's real estate operations. Preferably, they will have connections in Southern Arizona and/or at the University of Arizona, and be knowledgeable regarding Arizona's public education (K-16) and nonprofit/social service sector. They will represent the Foundation in the community, and will have the experience, talent, and passion to play a pivotal role in leading the Foundation in:

- Enhancing our community and university relationships.
- Innovating our philanthropic philosophy and practices.
- Implementing a comprehensive capacity building plan.

Responsibilities

Management/Leadership:

- Represent the Foundation in the community and serve as its spokesperson, including attending weekend and evening events, building partnerships, and enhancing the Foundation's visibility.
- Effectively manage the Foundation's staff, and oversee the property management firm that manages the day-to-day operations of the Foundation's retail holdings.
- Cultivate and strengthen virtuous collaborations between the University of Arizona, Main Gate Square, and the Foundation.
- Develop and execute an annual action plan in alignment with the Foundation's mission and strategic goals.
- Assess and update our organizational structure to ensure effectiveness and impact.
- Cultivate a positive organizational ethos that:
 - Aligns with our organizational values of leadership, partnership, equity, integrity, and transparency.
 - Fosters morale and competency.
 - Attracts and retains a high-performing team of staff and contractors.
 - Utilizes best HR practices and policies.
- Develop and maintain a succession plan for each staff position.

Board Relations:

- Cultivate positive relations and open communication with the board.
- Collaborate with the board to establish short and long-term strategic goals for the Foundation.
- Support capacity building and expansion efforts within the board.
- Support the committees and board-led task forces to oversee critical functions including governance, finance, grantmaking, and business operations.

Operations:

- Oversee the day-to-day operation of the Foundation.
- Develop and operationalize a streamlined communications strategy, strengthening relationships with community and university stakeholders.
- Review, update, and implement best practice administrative policies.
- Assess and enhance the Foundation's IT infrastructure to ensure efficiency and effectiveness.

Financial Management:

- Work with key Foundation personnel, our property management firm, and board of directors to create an operating annual budget.
- Manage the Foundation's budget, ensuring financial sustainability and responsible resource allocation.
- Provide regular financial reports to the board.
- Work collaboratively with our property management firm and investment manager to oversee and ensure the ethical management of our real estate holdings and other investments.
- Collaborate with the board to review, update, and/or create best practice financial policies.
- Collaborate with the board to assess, update, and solidify our long-term business model to ensure the Foundation's sustainability and impact.

Grantmaking:

- Oversee the design, implementation, and evaluation of grant programs.
- Identify innovative and impactful projects that align with the Foundation's mission.
- Develop an outreach strategy, engaging with grantmaking circles, university connections, and community groups.
- Collaborate with the board to assess and update our Grantmaking philosophy and practices.
- Stay informed about emerging trends in philanthropy, and issues relevant to the Foundation's focus areas.
- Implement systems for monitoring and evaluating the impact of funded projects.
- Prepare reports on the Foundation's achievements for the board and key stakeholders.

And other responsibilities, as required.

Requirements

In order to represent and lead the Foundation, the Executive Director will have proven:

- Communication and interpersonal abilities, including the ability to build and maintain relationships.
- Experience and/or education in finance and budgeting.
- Leadership and management experience, preferably in a foundation or nonprofit setting, including working with a board of directors.
- Organizational development and strategic planning skills, including the ability to manage change.
- Familiarity with best practices and innovations in philanthropy.
- Commitment to diversity, equity, and inclusion.

Preferred Qualifications

The ideal candidate may also have:

- Education and/or experience in human relations and talent management.
- Education and/or experience in marketing.
- Connections to the nonprofit and/or educational sectors in Southern Arizona.
- Competency with regard to using digital technology and internet communications.

- Retail, marketing, or business management experience, sufficient to broadly understand the needs of the Foundation's business model, and the ability to establish a good working relationship with the Foundation's property and lease management team.
- Experience and/or knowledge regarding the state of Arizona's public education k-12 and college systems and available wraparound support services.
- A work history in elementary or higher education (preferably with U of A or Pima College).
- A post-secondary degree.

Diversity & Equity

Marshall Foundation is actively seeking diverse candidates for the Executive Director position. The ideal candidate may or may not have every qualification or experience in every area of responsibility listed above. If you are passionate about the mission and think you have what it takes to succeed in this role, even if you don't check all the boxes, we encourage you to apply.

Salary & Benefits

Salary plus competitive benefits. Salary DOE (dependent on experience), starting at \$117,000.

How to Apply

Please submit a cover letter, resume, and three professional references to Jobs@TeamFryer.com. This position is open until filled. Search committee will begin application reviews on April 3, 2024.