



## **Kendrick Foundation Director**

### **About Kendrick Foundation**

The Kendrick Foundation is a 501(c)(3) organization established in 2001 as a vehicle to assist health-related programs benefiting residents of Morgan County. Formed from the proceeds of the sale of Kendrick Memorial Hospital, the Kendrick Foundation reflects the long service of the hospital to the health of the community. It has become an extension of the life work of Dr. William Kendrick, and all who preceded him in the 100 years of service given at Kendrick Memorial Hospital. The Kendrick Foundation became a private foundation in 2007. It maintains a close relationship with the Community Foundation of Morgan County and both foundations continue to desire to care for our neighbors and provide leadership to improve our community. Because the Kendrick Foundation has no staff of its own, the Community Foundation of Morgan County staff also share the responsibilities of the Kendrick Foundation. The main office for the Kendrick Foundation is located at 11 West Main Street, in Mooresville, business is also conducted from the main office of the Community Foundation at 56 N. Main St. in Martinsville.

With assets over \$29 million, the Kendrick Foundation provides grant and scholarship funds to medical and health programs, support to community health care outreach programs, financial support to healthcare education and financial support to programs for the medically indigent.

The Kendrick Foundation is governed by a seven-member Board of Directors who are responsible for the fiduciary oversight of its investments, grants, and scholarships.

### **Position Overview**

The director for Kendrick Foundation works closely with the Kendrick Foundation board of directors and the President of the Community Foundation of Morgan County to facilitate and manage scholarships, grants, and community conversations about healthcare. The director will be a strategic thinker responsible for the day to day operations, liaison with healthcare leaders, and creation/implementation of long-term goals and plans of Kendrick Foundation.

11 W Main Street. Mooresville Indiana 46158  
Phone: 317-831-1232  
Fax: 765-813-0017



## **Responsibilities:**

### Primary Job Functions of the Director

1. Serve as the senior staff member reporting to the KF Board of Directors. Key duties include, but are not limited to, meeting planning, organizational strategic planning, individual board development, and other routine work of the board including assuring that KF Committee meetings are appropriately staffed and the duties of committees are facilitated and accomplished.
2. Serve as the primary liaison for the Kendrick Foundation Board of Directors including managing all daily activities for grants and scholarships including financials and outside fund management, attend board meetings, prepare board documents, record keeping, oversight of the Kendrick Foundation office, and other duties as requested by the Board of Directors.
3. Professionally manage the KF office, including physical plant, monitoring budget and operating financials, staff performance, record keeping, technology issues including computer system maintenance and the backup of data and records.
4. Oversee and manage all aspects of KF grants and scholarships including tracking, records and reporting while also keeping aware of community needs and interests.
5. Promote the work of the KF through attendance at the county's community functions and civic club meetings, through the publishing of articles, and through other means appropriate to the position and corporate mission.

### Specific Administrative Responsibilities:

1. Ensure that the Kendrick Foundation has a long-range strategy which achieves its mission and ensures that it makes consistent and timely progress.
2. Acts as a catalyst for change; builds and implements a shared vision with others and influences others to translate vision into action.
3. Provide leadership in developing programs with grantees, organizational, and financial plans.
4. Maintain a working knowledge of significant developments and trends in the healthcare field.



**Communications:**

1. Ensure board has sufficient and up to date information.
2. Discuss and make recommendations to the board of any internal/external issues that affect or may affect operations.
3. Publicize activities, programs and goals.
4. Establish sound working relationships and cooperative assignments with community groups and organizations.

**Budget and Finance:**

1. Demonstrate broad understanding of principles of financial management using cost-benefit thinking to set priorities; monitor expenditures in support of programs and policies.
2. Create and maintain a budget inside the 5% spending rate of the Kendrick Foundations investments.

**Qualifications:**

1. Preference for a bachelor's degree in nursing, public health, health administration, or non-profit management with an emphasis in health care; additional preference for a Master's level degree in these associated fields.
2. Proven experience in representing an organization to the media and public, including public speaking and marketing.
3. Understanding nonprofit financial statements.
4. Ability to exercise sound judgment and decisive decision making.
5. Self-motivated.
6. High level of personal and professional ethics.
7. Excellent written, oral communications and listening skills.
8. Understanding of the Microsoft Office suite.
9. Understanding of applicable web-based applications and software. Ability to utilize new technologies as they develop.

Please submit cover letter and resume to: [ekominowski@cfmconline.org](mailto:ekominowski@cfmconline.org)

The position will remain open until filled.

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