



INDIANA PHILANTHROPY ALLIANCE JOB DESCRIPTION

POSITION: President and CEO

REPORTS TO: IPA/IPA Foundation Boards of Directors

ORGANIZATIONAL OVERVIEW:

Indiana Philanthropy Alliance (IPA) is a nonprofit membership association of and for the state's philanthropic grantmaking community. Members include public, private, and community foundations, corporate giving programs, governmental grantmakers, regranteeing organizations, philanthropic advisors, and other qualified individuals. Collectively, membership holds about \$18 billion in assets and awards more than \$775 million in grants each year. *IPA itself does not make grants.*

The mission of IPA is to champion, support, and connect members as they transform Indiana through effective philanthropy. This is accomplished by:

- Providing advocacy that promotes and protects the work and interests of Indiana grantmakers with state and federal government officials.
- Creating high-quality grantmaker education that is convenient and cost-effective.
- Delivering Indiana-specific news, research, and analysis.
- Connecting members to each other and to key partners to create a knowledgeable, collaborative, sustainable philanthropic sector.

IPA History

In November 1983, Lieutenant Governor John Mutz and Alan Shusterman, Executive Director of the Indiana Humanities Council, convened representatives from more than 70 foundations and corporate giving programs in Indianapolis to discuss the future of the state's philanthropic sector. Based on the success of that first meeting, the planning committee agreed to continue holding the event and formed a steering committee to complete the task. That group called itself Indiana Donors Alliance (IDA). After several years of growing interest and participation in the collaborative conversations, IDA was incorporated in 1990. As the organization hired staff, elected trustees, and recruited members, IDA grew into the full-service membership association now doing business as Indiana Philanthropy Alliance. IPA's myriad of grantmaking education programs, advocacy activities, and other member services include two signature programs: Giving Indiana Funds for Tomorrow (GIFT) supporting Indiana's community foundations and the Youth Philanthropy Initiative of Indiana (YPII).

POSITION SUMMARY:

The President is the organization's chief executive officer and provides executive leadership for Indiana Philanthropy Alliance (IPA) and Indiana Philanthropy Alliance Foundation (IPAF), a supporting organization of IPA. The President/CEO represents IPA's membership, the IPA and IPAF Boards of

Directors and other volunteers, staff, and the interest of organized philanthropy in the life of the state. The position provides leadership, strategic direction, and overall management for IPA and IPAF.

PRINCIPAL RESPONSIBILITIES:

Leadership

- Responsible for external and internal organizational leadership to ensure IPA and IPAF meet their purpose and goals.
- Shape the organization's vision, mission, and goals in partnership with the Boards of Directors.
- Direct supervision of the Management Team. Indirect supervision of all staff. Continue to mentor and develop existing team and lead transition going forward.

Board Relations

- Ensure that IPA/IPAF receives appropriate support and guidance from their Boards of Directors, and that the relationship between the President and the Boards is nurtured and strengthened.
- Responsible for the operation of the Boards of Directors for IPA and IPA Foundation, supporting board member recruitment, training, and development.
- Ensure smooth operation of all Board and committee meetings, all Board events, and clear and complete communication with members of the Board.

Membership/Member Retention

- Foster strong member relations and ensure a high level of member service orientation from all staff.
- Develop an overall membership strategy, including value propositions, that ensures the retention of current members and the recruitment of new members.

Program/Operations

- Ensure high quality professional and leadership development opportunities, programming, research, technical assistance, and other resources for IPA's members and other constituents.
- Provide leadership and oversight to all program functions and operations. Use best practices of accountability, priority setting, inclusiveness, and delegation, and empower staff to maximize their performance.
- Ensure the IPA office is properly, efficiently, and effectively organized and maintained.
- Oversee IPA's human resources and operations, including hiring, performance assessment, professional development, and employee benefit plans for all IPA staff.

Financial Management

- Ensure overall financial stability, capacity, and sound stewardship of the organization's fiduciary responsibilities.
- Prepare annual operating budget with appropriate input from staff and Audit/Finance Committee for approval by the IPA/IPAF Boards.
- Develop and guide the implementation of appropriate fundraising strategies to obtain resources needed to effectively carry out IPA/IPAF's goals and annual budget, including special grants and underwriting support.

Advocacy/External Relations

- Cultivate relationships, collaborations, and partnerships to build awareness of and advance the work of IPA and Indiana's philanthropic sector.
- Serve as primary spokesperson representing IPA with media, policymakers, and other external stakeholders.
- Lead IPA's advocacy efforts with state and federal policymakers and elected officials.

- Build the image of IPA as a regional and national leader representing the philanthropic sector.

QUALIFICATIONS:

- Bachelor's degree required. Advanced degree or certification in nonprofit management, association management, philanthropic studies, fundraising, business, or related fields preferred.
- At least 10+ years of demonstrated organizational or senior project leadership and progressive management in a nonprofit, philanthropic, or membership organization is preferred. Experience with multiple views of philanthropy and/or a diverse membership would be very helpful.
- Experience supporting a Board of Directors and building consensus with the Board is preferred.

ESSENTIAL SKILLS, EXPERIENCE, AND LEADERSHIP ATTRIBUTES:

- Unwavering commitment to the mission and values of Indiana Philanthropy Alliance.
- An understanding of the critical issues and trends in philanthropy and the nonprofit sector.
- Strong leader with vision, high energy, and the ability to motivate, lead, and inspire members, Board, staff, and collaborating partners.
- Ability to develop a high performing team.
- Exemplary relationship building and interpersonal skills.
- Demonstrated leadership in convening and advocacy roles regarding statewide issues and public policy.
- Exceptional communicator, both orally and in writing. Ability to distill varied sources of information and communicate clearly and effectively with multiple constituencies within and external to the philanthropic community.
- Ability to understand and work with diverse constituencies and multiple viewpoints.
- Demonstrated ability to provide mature judgment and a high sense of integrity.
- Ability to effectively manage and balance unpredictable and varied demands from members and member prospects, staff, Board and other volunteers, organizational partners, and other key stakeholders.
- Strong understanding of nonprofit financial budgeting.
- Strong project management and critical thinking skills; a creative problem solver.
- Personal initiative and a commitment to a high level of member service.
- Ability to work in a fast-paced environment, sometimes under tight deadlines.

POSITION/ORGANIZATION HIGHLIGHTS:

- IPA is the preeminent champion of philanthropy in Indiana.
- Current CEO is planning to retire at the end of 2018 following 11+ years as President/CEO.
- IPA has a strong and experienced team to ensure continuity and a positive transition.
- IPA has a strong financial foundation, engaged and growing membership, exceptional programming, talented staff, and is influential with policymakers and others across the state.
- Current CEO has positioned IPA as a national leader among regional associations of grantmakers.
- Exciting opportunity to lead and impact the continued growth of IPA, and serve as a passionate advocate for Indiana philanthropy.

Indiana Philanthropy Alliance is an equal opportunity employer and welcomes and encourages diverse applicants.