

**NEIGHBORHOOD FUNDERS GROUP (NFG)  
EXECUTIVE DIRECTOR  
POSITION PROFILE**

**ABOUT THE NEIGHBORHOOD FUNDERS GROUP**

The mission of the Neighborhood Funders Group is to strengthen the capacity of philanthropy to understand and support community-based efforts to organize and improve the economic and social fabric of low-income urban neighborhoods and rural communities. Founded in 1980, NFG has grown to a network of over 200 grantmaking institutions. With offices in Washington DC, NFG serves a wide range of members, including rural and urban funders, large to small grantmaking institutions, and grantmakers who are engaged in a range of community development strategies from bricks and mortar housing development to community organizing. Its members include private, public, community, corporate, and religious foundations. (Additional detail below)

**POSITION SUMMARY**

The Executive Director provides NFG with leadership and direction to accomplish its mission and strategic goals. The Executive Director is responsible for positioning NFG as an affinity group at the forefront of philanthropy; reaching out to and retaining members; and developing relevant networking and educational programs and activities. As NFG's primary fundraiser, s/he develops and implements a resource development plan. S/he is responsible for developing and implementing NFG's communication strategy as well as financial and legal oversight. The Director manages a small staff and a number of consultants. S/he reports to and is accountable to the NFG Board of Directors.

**SPECIFIC RESPONSIBILITIES**

**STRATEGY, VISION AND LEADERSHIP**

- Provides leadership and guidance in the development, promotion and achievement of NFG's vision and mission.
- Positions NFG as a thought leader in philanthropy and ensures that NFG is a valued force to improve the structure and substance of philanthropy.
- Leads planning processes to ensure that NFG's programs and services are meeting the needs of members and serving the fields of community and economic development.
- Works actively with Board to ensure that NFG remains a healthy, vibrant organization.

**RESOURCE DEVELOPMENT**

- Develops and implements fundraising and earned income plans.
- Ensures the organization's financial health and sustainability.

**MEMBERSHIP DEVELOPMENT AND COMMUNICATIONS**

- Leads efforts to cultivate, nurture, retain and expand membership.
- Develops strong, collaborative working relationships with members, funders, other affinity groups, and leaders of other nonprofit, private, and public sectors at the local, regional and national levels.
- Acts as a spokesperson for NFG and its members.
- Ensures that NFG makes use of emerging technology to engage and educate members and other donors committed to community-based philanthropy.

## **MANAGEMENT, FINANCE AND HUMAN RESOURCES**

- Directs and implements day-to-day operations.
- Develops and proposes annual budget and ensures fiscal viability and accountability.
- Ensures compliance with local, state and federal laws and regulations and promotes the highest ethical standards.
- Assesses and builds capacity of and collaboration among staff.

## **QUALIFICATIONS**

The ideal candidate will be someone who is passionate about the health of the nonprofit sector; a deft leader committed to social and economic justice. S/he will be a reflective and strategic thinker, a seasoned manager, and an excellent relationship builder.

Qualifications include:

1. Significant executive experience, preferably in the philanthropic or nonprofit field, especially building and running an organization or major program .
2. Excellent relationship building skills with an ability to represent NFG credibly as a leader in the philanthropic and nonprofit communities, and with the public sector.
3. Proven track record in fundraising, earned income and resource development.
4. Demonstrated leadership in at least one, and knowledge of all, of the following:
  - Community organizing, housing and economic development;
  - Membership and/or trade association management; and,
  - Philanthropic and/or nonprofit management.
5. Demonstrated commitment to economic and social justice.
6. Creative and innovative approach to the work, coupled with the ability to navigate the needs of multiple stakeholders.
7. Sound judgment and a keen analytical ability that can be applied to NFG's operations and finances as well as to evolving philanthropic needs and economic and social trends.
8. A strong administrator who is attentive to detail and skilled at managing and overseeing administrative and financial systems.
9. Ability to recruit, motivate, evaluate, develop and direct staff.

*Note that NFG is located in Washington DC; the Executive Director must work from there.*

## **APPLICATION PROCESS**

Salary commensurate with background and experience; position provides excellent benefits. The Neighborhood Funders Group is an equal opportunity employer and, as such, strongly encourages applications from women, people of color, and members of the Lesbian, Gay, Bisexual, and Transgender communities.

**Due date for applications is January 11, 2010.** Interested applicants should send a letter of interest, resume, three references and salary requirements (email applications are strongly encouraged) to:

Melissa Hall  
New York Foundation  
10 East 34<sup>th</sup> Street, 10<sup>th</sup> Floor  
New York, NY 10016  
212-594-8009  
[mhall@nyf.org](mailto:mhall@nyf.org)

All email applications should indicate **NFG Application** in the subject line.

*Please note the following important dates: week of February 2<sup>nd</sup>, 2010--interviews with search committee; week of February 22<sup>nd</sup>, 2010--in-person interviews with full Board of Directors.*

## ABOUT THE NEIGHBORHOOD FUNDERS GROUP

*The mission of the Neighborhood Funders Group is to strengthen the capacity of philanthropy to understand and support community-based efforts to organize and improve the economic and social fabric of low-income urban neighborhoods and rural communities.*

As a membership association of grantmaking institutions, NFG is governed by a set of core values:

- We believe *justice* is achieved only when people, individually and collectively, gain the political and economic power necessary to make key decisions about their futures, and the future of their communities.
- We believe in *inclusiveness* and affirm diversity in its various forms, recognizing that building sustainable and just communities requires efforts that reflect the diverse nature of those living in the communities we serve.
- We believe *respect* is the key to developing positive and effective relationships between funders and their community partners.
- We believe *excellence* is achieved through continuing improvement in the quality of our work and the work of our members and the organizations that they fund.
- We judge our success by the extent to which we foster increased social and economic justice; strong, vibrant, and effective community partners; and the ability of communities and individuals to shape their own destinies.

Founded in 1980, NFG has grown to encompass a network of over 200 grantmaking institutions. With its offices in Washington DC, NFG serves a wide range of members, including rural and urban funders, large to small grantmaking institutions, and grantmakers who are engaged in a range of community development strategies, from bricks and mortar housing development to community organizing. Its members include private, public, community, corporate, and religious foundations. The organization is known for the quality of its core services and programs, which include: an annual conference; regular papers, workshops and collaborations that address issues relevant to the community grantmaking field; and learning tours that enable funders to meet with community leaders and learn about emerging strategies to address economic and social injustice.

The Neighborhood Funders Group is home to several member affiliations, such as the Working Group on Labor and Community Partnerships and the Rural Funders Network. The Community Giving Resource, developed by NFG, uses the internet to educate donors about opportunities and strategies for grantmaking to support low- and moderate-income communities. The Neighborhood Funders Group has successfully incubated two organizations: the National Rural Funders Collaborative and the PRI Makers Network.