

## **President and CEO**

### **William G. and Marie Selby Foundation**

Date: 6/23/22  
Reports to: Board Chair

#### **Purpose:**

The President/Chief Executive Officer is responsible for leading and managing the William G. and Marie Selby Foundation according to the Declaration of Donor Intent. The primary focus is to ensure the legacy of William G. and Marie Selby is honored and that the Foundation's history of impactful service to the community is maintained. S/he is responsible for directing the operations of the foundation in compliance with the policies, guidelines, and standards established by the Board of Directors. The President/CEO is an ex-officio member of the Board of Directors.

#### **Essential duties and responsibilities**

Include but are not limited to the following:

- Effectively communicates the William G. and Marie Selby Foundation mission, vision, and funding priorities to internal and external audiences.
- Represents the Foundation to the community.
- Coordinates development of the foundation's strategic framework. Continually identifies and interprets the foundation's changing external environment.
- Implements the strategic framework established by the Board and within said framework evaluates, initiates and /or collaborates in joint ventures with other foundations and nonprofit organizations to leverage the foundation's funding.
- Leverages collaborative partnerships to impact community improvement.
- Develops and oversees all aspects of the foundation's grant-making and scholarship protocols.
- Ensures the grant and scholarship process is caring, responsive and focused on exceptional customer service.
- Determines if volunteer executive consultants are needed for grantees.
- Recruits, retains, and motivates a talented team. Inspires collaboration, trust, and creativity.
- In partnership with the Board, establishes an annual budget and ensures the financial and investment policies are followed, and that systems are in place for day-to-day operations.
- Serves as principal staff advisor to the Board and all committees.
- Anticipates and advises the Board on the changing internal and external environment.
- Works effectively and collaboratively within a foundation team environment.

**Position FLSA Employment Status:** Full time, exempt status.

**Office Location:** Sarasota, Florida

**Position Qualifications:**

- Character that is unifying, collaborative, refined, fair, objective, and diplomatic.
- Understanding of nonprofit effectiveness and efficiency; grant making experience a plus.
- Community knowledge.
- Excellent communication and organizational skills.
- Project management skills.
- Experienced and already visible in the service area.
- College Degree

**Technology Qualifications:**

- Extremely proficient in Microsoft Word, Outlook, PowerPoint, and Excel. Ability to self-support for basic computer problems.
- Familiarity with computers and must learn grant, reporting, and database software used within the organization.

**General Performance Standards and Expectations:**

In addition to satisfactory performance on all the essential job duties and responsibilities all Selby Foundation employees will have a service philosophy for all internal and external constituents including:

**Purposeful Worker**

Is goal-oriented  
Meets deadlines  
Is self-motivated  
Takes ownership  
Is accountable  
Maintains required technical skills  
Facilitates growth  
Is calm under stress

**Respect**

Has respect for the importance of everyone  
Is an empathetic listener  
Asks and listens  
Provides excellent customer service, both internally and externally  
Demonstrates qualities of the donors  
Under-promises and over-delivers  
Is authentic, honest, and genuine

**Inspirational**

Curious about new information  
A creative, independent thinker  
Problem solver thinking outside the box  
Is a continuous learner  
Is an effective coach

**Dedicated Team Player**

Works well across disciplines

Adaptable to change

Listens to others' ideas

Willingly accepts different assignments

**Enthusiastic**

Is excited about the Selby Foundation mission

Has an optimistic, positive attitude

***All applicants will be assured confidentiality during the application and interview process.***