



Executive Director Job Description

About the Foundation

Based in Lost Tree Village, the Foundation recently celebrated its 45th anniversary as one of the nation's first neighborhood foundations. Its mission is *working together to strengthen surrounding communities by significantly improving the lives of neighbors in need*. Founded in 1981, the Foundation awards approximately \$4 million annually to nonprofit agencies serving Palm Beach and southern Martin Counties, with a distinctive focus on capital needs and multi-year initiatives addressing health, hunger, homelessness, and education.

Position Summary

The Executive Director serves as the chief executive and primary ambassador of the Foundation. In partnership with Foundation leadership and key stakeholders, the Executive Director advances the mission, strengthens community impact, and provides hands-on leadership across strategy, grantmaking, donor engagement, operations, finance, staff, and risk management.

Ideal Candidate Profile

The ideal candidate is a trusted, discreet, and capable executive with exceptional ability to work effectively with the residents of Lost Tree Village, nonprofit partners, and peer funders. The role requires someone who can balance tradition with thoughtful innovation, maintain the Foundation's reputation, strengthen its systems, and help translate generosity into meaningful community impact. This person should bring the initiative and creativity needed to respond to the evolving dynamics of the Lost Tree community and the agencies it serves, while helping guide the Foundation into its next chapter. Success in this role requires the ability to pair relationship-centered, strategic leadership with direct execution in a small-staff environment, grounded in a dedicated commitment to the Foundation's mission.

Key Responsibilities

Leadership and Governance

- Partner with the Executive Committee to advance strategic priorities, support effective governance, and ensure organizational continuity.
- Provide the insight and follow-through needed for sound decisions, clear policies, and coordinated committee work.
- Maintain the records and institutional knowledge needed for efficient operations and smooth leadership transitions.

Grantmaking and Community Impact

- Lead a disciplined, mission-aligned grantmaking process in partnership with the Grants Committee Chair.

- Maintain strong knowledge of local needs and nonprofit capacity to help identify meaningful funding opportunities.
- Ensure grant decisions are supported by rigorous review, clear documentation, accountable disbursement, and outcome monitoring.
- Organize, motivate, and build consensus among over 150 volunteers.

Donor and Community Engagement

- Serve as a trusted ambassador for the Foundation with Lost Tree Village residents and peer funding colleagues.
- Strengthen resident participation and donor stewardship by effectively communicating the Foundation's priorities and giving opportunities.
- Oversee events and communications so they reflect the Foundation's values, reputation, and community role.

Financial and Operational Stewardship

- Provide financial stewardship overseen by the Treasurer and in coordination with the Outsourced Chief Investment Officer (OCIO).
- Ensure financial management, grant disbursements, controls, audits, and filings are accurate and transparent.
- Oversee core operations, technology, vendors, and compliance to support secure and accountable administration.

Staff Leadership and Organizational Culture

- Lead Foundation staff and contractors with clear expectations and appropriate accountability.
- Oversee staffing and employment practices in a manner consistent with the Foundation's values and applicable requirements.

Professional Qualifications

- Senior leadership experience in philanthropy, nonprofit management, grantmaking, or foundation administration.
- Strong understanding of nonprofit organizations and community needs in Palm Beach and southern Martin Counties preferred.
- Experience building productive relationships with boards, donors, volunteers, staff, and community partners.
- Proven ability to build trusted relationships within a private residential community through discretion, warmth, and credibility.
- Experience with donor stewardship, charitable giving vehicles, and endowment-building.
- Proven judgment around fiduciary, compliance, governance, and internal control responsibilities.
- Proficiency in modern business technologies, donor management systems, data analytics tools, and Microsoft 365 applications.
- Strong executive communication skills and the operational fluency needed in a hands-on leadership role.
- Educational background commensurate with the responsibilities of the position.