

POSITION PROFILE



DORAN
LEADERSHIP
PARTNERS



SAINT PAUL
& MINNESOTA
FOUNDATION

*Search for President &
Chief Executive Officer*



ORGANIZATION OVERVIEW

Saint Paul & Minnesota Foundation: Where Giving Grows

Saint Paul & Minnesota Foundation (“the Foundation”) believes strong communities are built through knowledge and empowerment. With roots in Saint Paul since 1940 and partners across the state, the Foundation, Minnesota’s largest community foundation, serves as the partner of choice for thousands of donors, nonprofits and community organizations that are working to address some of the biggest problems facing Minnesota communities. Over the past several years, the Foundation grants, in partnership with its fundholders and its client foundation partners, F. R. Bigelow Foundation and Mardag Foundation, an average of \$120MM annually to nonprofits who are working to meet the diverse community needs and making lasting impact across Saint Paul, the East Metro and Minnesota. The Foundation employs approximately 70 staff and the assets under management total \$1.8B, making it the 13th largest community foundation in the country.

Guided by the aspirational vision of an equitable, just and vibrant Minnesota where all communities and people thrive, the Foundation has recently announced its [new strategic plan](#) and is resolutely focused on its strategic goals to:

- Inspire generosity
- Advocate for equity
- Invest in community-led solutions

The Foundation’s values include:

- We Listen
- We Innovate and Learn
- Community is our Compass
- We Commit to Equity
- We Nurture Philanthropy

The Foundation’s collaborative, innovative and equity-driven culture empowers staff to grow professionally, and the culture continues to evolve by attracting and retaining new talent with valuable experiences and insight. For more information about the Foundation please visit: www.spmcf.org.



POSITION SUMMARY


President & Chief Executive Officer

The President & CEO leads a broad philanthropic mandate across Minnesota and serves as the chief executive of the Foundation. In concert with the board, the President & CEO is responsible for implementing the Strategic Plan using the framework as a compass to develop and implement a course of action to address the most critical needs in the communities it serves.

The President & CEO is a highly visible leader as an advocate for the philanthropic work of the Foundation and to support collaboration among foundations and nonprofits to share resources and leadership skills to improve the lives of Minnesotans. The President & CEO is passionate about the shifting landscape for philanthropy and will originate and provide leadership to regional partnerships and collaborations to benefit the state and region. This person will understand that change is no longer an event to be managed, but a way of life for richly diverse communities working together to address their shared agendas and will inspire them to work together in new, innovative ways. The President & CEO will also serve as a strong internal leader, effectively managing the organization and making investments to further strengthen and mentor a team of highly engaged, committed and talented professionals.

Saint Paul & Minnesota Foundation, *President & Chief Executive Officer*

Reports to	Saint Paul & Minnesota Foundation Board
Direct Reports	Chief Financial Officer Chief Investment Officer Chief Marketing Officer SVP, Philanthropic Services VP, Community Impact VP, People & Culture
Other Key Relationships	Civic Leaders Client Foundations Fundholders Neighborhood Partners Nonprofit Partners
Compensation	Base pay range for this position is \$582,000 to \$625,000 (commensurate with experience) annual full time exempt (no variable component). Excellent benefits include generous retirement contributions, professional development, PTO/holidays and more. Compensation outside of the posted range is nonnegotiable.
Travel	Periodic travel to attend meetings, conferences, convenings across Minnesota. Some national travel.
Position Location	Saint Paul, Minnesota; all employees are expected to live within a commutable driving distance to the office in downtown St. Paul. The Foundation currently operates in a hybrid working model.



P O S I T I O N S U M M A R Y

Key Responsibilities


Strategy & Vision

- Inspires and engages all stakeholders in a vision for the Foundation that fulfills its mission and addresses evolving funding environment and program priorities.
- Articulates the Foundation's strategy, identifying opportunities and focusing the Foundation's resources to achieve strategic goals.
- Recommends to the Board and consistently manages to the Foundation's strategic plan and performance measures.

External Relations

- Authentically serves as a passionate advocate, compelling spokesperson and community and state-wide leader for the purpose of sharing the mission and increasing financial resources.
- Stays engaged and current with the trends and changes in the community. Actively participates in community dialogue, serving in a convening or participant role.
- Interacts with the media as needed to advance the goals of the Foundation and/or to inform reporting on philanthropic matters.
- Actively partners and advocates with local, regional and state governments to advance the Foundation's policy and advocacy initiatives.
- Serves on select boards that represent the broad community, the sector, Foundation partners and/or personal interests, while ensuring that external board involvement effectively complements the mission and strategic direction of the Foundation.

Continues



POSITION SUMMARY

Key Responsibilities


Donor Relations & Fundraising

- Develops and nurtures meaningful relationships with major individual, non-profit, philanthropic and corporate prospects and donors.
- Partners with staff and board to ensure that the Foundation executes on opportunities for broadening and diversifying its fundraising reach.
- Operates as spokesperson for SPMF's management of endowments and other services.
- Ensures that the Foundation's philanthropic services program provides exceptional donor experiences and service.
- Works to expand the donor base by finding innovative approaches to engage donors across all age groups and giving levels, with focused efforts to reach younger generations.
- Creates opportunities for the Foundation to engage donors in community impact opportunities.

Fiscal Management

- Oversees the development of annual and long-term financial plans for the Foundation in alignment with the Foundation's strategic plan and priorities. Ensures the Organization meets budget goals, adjusting as necessary.
- Provides strategic oversight of complex philanthropic assets, working closely with the Foundations' investment team and the Investment Committee as needed to develop, adjust and monitor investment policy and strategies to support organizational goals and long-term viability.
- Ensures that the investment portfolio performance is appropriately managed, and that the portfolio reflects the Foundation's priorities.
- Ensures the soundness of the organization's financial structure, risk profile and practices.

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POSITION SUMMARY

Key Responsibilities

Organization & People Leadership

- In partnership with the Executive Leadership Team, establishes goals and performance criteria for the organization and its departments. Supports the ongoing effectiveness of staff and teams through performance management and development.
- Serves as a champion for the Foundation's culture, values, activities and goals in support of diversity, equity and inclusion, positioning the Foundation as an organization that attracts, retains and motivates a team of diverse and highly dedicated staff who are guided by a shared set of values and the clarity of a strategic plan.
- Champions and embeds equity across the Foundation's grantmaking, internal operations and external partnerships.

Board Relations & Governance

- Serves as the primary liaison to the Board, keeping them informed of activities, financial status, issues and challenges.
- Partners with the Chair of the Board to ensure effective board development and engaging, productive board meetings.
- Engages the board in multi-year strategic planning and evaluates performance against measurable targets.
- Works with board members to enhance their individual and collective knowledge, skill and ability to advance the Foundation's mission and goals, including participating in fundraising and key community events.
- Partners effectively with the Board on cultivation and orientation of Board members, maintaining Board best practices and keeping the Board informed on the operations of the organization and external factors.



IDEAL CANDIDATE PROFILE

Summary

The Foundation is seeking a seasoned leader who believes in the power of philanthropy to transform communities and is compelled by the mission and purpose of the Foundation to create an equitable, just and vibrant Minnesota where all communities and people thrive. The ideal candidate will be a bold, innovative leader who champions the Foundation's values, leading in a way that is consistent with those values and creating an environment of excellence. They will be an effective leader of people, with the ability to develop others, represent the Foundation to a variety of audiences and work collaboratively with colleagues across the Foundation and the philanthropic sector. This person will be a systems thinker and a complex problem solver, who embraces community-informed methods in support of systems change.

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IDEAL CANDIDATE PROFILE

Leadership Competencies

The President & CEO of the Foundation is expected to demonstrate the following leadership competencies:

Visionary Leadership :: Understands and manages the challenges inherent in future-looking and growth-oriented environments. Inspires the organization to create a clear, focused and inspiring vision for the future. Galvanizes others to embrace the vision and strategy and helps them see their role in the organization's success and impact.

Strategic Acumen & Thought Leadership :: Understands the sector, demonstrates thought leadership, identifies trends and drives the organization to create comprehensive, competitive and breakthrough strategies. Prioritizes strategically, leading the organization to pursue and capitalize on the most impactful opportunities.

Drives Results :: Ensures organizational strategies are translated into measurable objectives and actionable plans. Proactively anticipates future needs and creates mechanisms for overcoming hurdles. Sets high standards for the organization and holds others accountable.

Inclusive Leadership :: Relates openly and comfortably with diverse groups of people, listening deeply and ensuring space for all voices. Builds a trusting and open culture where team members feel a sense of belonging and equal opportunity. Leverages diversity for greater insights and enhanced performance.

Relationship Orientation :: Intentionally invests in building productive relationships, both internal and external. Builds rapport and extends trust to others. Works to understand others' priorities and develop mutually beneficial strategies and solutions. Builds strong formal and informal networks.

Champions Innovation :: Constructively challenges the prevailing wisdom or accepted ways of doing things. Pushes the organization to identify new approaches and uncover unconventional ideas that drive value using data and insights. Supports well-reasoned risks and new ideas. Encourages diverse thinking to promote and nurture innovation.

Builds Talent :: Attracts and develops high-performing teams and coaches other leaders to develop their own leadership capabilities and careers in line with organizational objectives. Ensures all leaders and team members challenge and support each other while respecting others' unique roles and contributions.

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IDEAL CANDIDATE PROFILE

Skills, Experiences, Qualifications

In addition to demonstration of the Leadership Competencies on the previous page, key skills and experiences desired include:

- 10+ years of executive experience including oversight of multiple functions, complex workstreams, competing priorities and leadership of leaders
- Multi-sector experience in civic, nonprofit and/or for-profit sectors through vocation and/or board service, with a preference for some experience in philanthropy
- Strong financial and institutional investment acumen, ideally including experience with impact and/or mission-related investments
- Track record of advancing equity in meaningful ways in community and/or workplace
- Externally oriented, with exceptional communication skills; able to quickly build relationships and engender trust with a variety of stakeholders and constituents
- Demonstrated track record of operating as a bridge-builder participating with, convening and leading diverse stakeholder groups resulting in high impact partnerships and collaborations
- Successful involvement in complex, large scale, multi-sector initiatives with demonstrated capabilities in systems change, innovation and design thinking
- Demonstrated understanding of digital tools, platforms and innovative technologies, and familiarity with how technology solutions expand organizational reach, engagement and impact
- Experience effectively leading through uncertainty, positioning the organization to adapt strategically to significant external pressures or increased scrutiny
- Proven ability to balance strategic vision with operational implementation
- Experience working with and engaging a board of directors
- Demonstrated ability to find, create or take advantage of opportunities by working across state, regional, city or neighborhood lines, with an understanding of how culture, history and community goals can shape approaches and influence outcomes

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IDEAL CANDIDATE PROFILE

Leadership Styles

- Optimistic, charismatic; dynamic and engaging presence
- Future-oriented, comfortable with uncertainty
- Even-keeled, non-reactionary, solution-oriented
- Self-aware, authentic and kind, with ego in check
- Curious, good listener



T O A P P L Y

The Foundation's Commitment to Diversity, Equity, and Inclusion

The Foundation consistently works to make the community a stronger, more equitable place. To fulfill the mission, the Foundation understands that employing a diverse team of knowledgeable, passionate individuals who reflect our community is vital. To that end, the Foundation's staff consistently works to ensure that recruiting activities and hiring plans align with their commitment to equitable hiring practices.

The Foundation has partnered with Doran Leadership Partners to lead this search. Please send your resume and cover letter to heidi.westlind@doranleadership.com.

Review of applications will begin immediately.



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DoranLeadership.com

Doran Leadership Partners is a woman-owned leadership advisory firm specializing in executive search and organization development. Our singular purpose is **Great Leadership**.

Our approach, process, tools and interactions are centered in our core values of **Passion, Trust & Partnership, Inclusivity, Empathy & Tenacity** and **Highest Standards**.