Position Specification

Executive Director
The David Rockefeller Fund

The Work of the David Rockefeller Fund

The David Rockefeller Fund is a family foundation supporting organizations working in Criminal Justice, Environment and the Arts. The Fund often strives to be an early funder so that it can effectively leverage its resources. The Fund makes grants totaling approximately $1.5 million each year.

- The goal of the Criminal Justice Program is to promote a more fair and humane criminal justice system. The Fund supports organizations that advocate on behalf of sentencing reform, prison reform, alternatives to incarceration and re-entry, as well as a rethinking of our nation’s incarceration philosophy.

- The goal of the Environment Program is to address issues related to greenhouse gas emissions and climate change in order to promote a healthier, more sustainable planet. Working at the national, state, and local levels, the Fund supports organizations that highlight the negative effects of excessive carbon consumption, advocate for a reduction and/or elimination of coal-fired power plants, and promote energy efficiency measures.

- The goal of the Arts Program is to enrich individual human experience and help strengthen communities by providing meaningful engagement with, and access to, the arts. The Fund supports organizations that give individuals who might not otherwise have the opportunity a chance to participate in the arts in a sustained and substantive way.

The Fund is committed to taking risks and to achieving the greatest possible impact. Accordingly, the Board understands the importance of assessing its activities on a regular basis to ensure their funding makes a demonstrable difference.

The Executive Director Role

Reporting to the David Rockefeller Fund Board of Directors, the Executive Director will lead the Fund’s efforts to identify, fund and support highly-effective initiatives in criminal justice, the environment and the arts. S/he will provide internal organizational leadership, represent the Fund externally and be an inspiration and trusted partner to the family members and non-family Board members.
Specifically, the Executive Director will assume leadership in the following areas:

Organizational Management:
- Manage all programmatic, financial, administrative and operational activities of the Fund.
- Supervise a staff of one or two program associates.
- Manage outside consultant and contractual relationships including but not limited to audit, legal and organizational development work.
- In collaboration with the Board, develop, monitor and report on annual and multi-year budgets and operating plans.
- In close consultation with the Board, lead the Fund’s strategic communications activities.
- Manage the planning and execution of the Fund’s 2015 move from its current midtown office.

Grant Making and Program Leadership:
- Plan and implement all grant making and grantee support activities and ensure regular program evaluation, reflection and improvement as needed.
- Identify and conduct due diligence on potential grantees; learn new areas in-depth; make well-reasoned, written recommendations to the Board for grant funding across all program areas.
- Enhance the Fund’s organizational and institutional partnerships to further the Fund’s work.
- Collaborate closely with other Rockefeller philanthropies and offices, sharing best practices, reviewing grant making and identifying opportunities for operational efficiencies.

Board Engagement and Development:
- Engage, motivate and be responsive to the Board which includes 4th and 5th generation family members.
- Plan and facilitate a wide range of Board discussions.
- Ensure that Board members have sufficient materials and information on which to make informed decisions and learn, as needed, about new program initiatives.
- Prepare in-depth and informative materials for all Board and, as needed, committee meetings.
- Report regularly to the Board on all relevant and emergent matters.

Candidate Profile

We seek a dynamic leader who has the strategic acumen, intuition and energy to: further strengthen the Fund’s program activities; and engage (and be a bridge across) multiple generations of family members. S/he must have the charisma, personality and maturity to guide family members, as well as be guided by them. S/he will be an individual who has self-awareness and patience – and as well drive and ambition.

We are seeking an individual with at least 10 years’ relevant experience in the areas described below. An undergraduate degree is required; a Master’s degree is preferred.

The ideal candidate will have a proven track record of excellence:
- Managing, supporting, funding or advocating for local or national programs and initiatives.
- Utilizing her/his deep professional networks in philanthropy and programs.
July, 2014

- Being an advocate for mission-driven causes.
- Facilitating discussions that cover a wide range of ideas and ambitions.
- Speaking publicly to large and small audiences.
- Communicating with a wide range of individuals, e.g., family members, grantees and partners.
- Writing professionally.
- Using anecdotal reports, program data and site visits to evaluate impact.

For more information, please visit [www.drfund.org](http://www.drfund.org)

**The David Rockefeller Fund:**

The David Rockefeller Fund was established in 1989 by David Rockefeller and his wife Peggy to carry out their annual charitable giving in communities where they had homes outside New York City. In 2001, David Rockefeller expanded the Fund and invited his children and grandchildren and their spouses to take a more active role in the Fund with the idea of transferring to them his philanthropic legacy. The Fund’s work provides a learning environment where family members are able to engage in dialogue and grant making around shared topics of interest and impact.

**How to Apply**

Salary is commensurate with experience. The David Rockefeller Fund seeks a diverse pool of candidates for this position.

This search is being conducted by Schall & Russo Planning Works, LLC. Interested candidates should email a thoughtful cover letter and resume, in confidence, to:

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