

THE SARAH RALSTON FOUNDATION

EXECUTIVE DIRECTOR

<https://sarahralstonfoundation.org/>

The Organization:

Our Mission

The Sarah Ralston Foundation ("The Foundation") supports and enhances the quality of life of vulnerable and underserved older adults residing in Philadelphia County.

About Us

Born from the Ralston Center, an organization with a long history of direct service to older adults, The Sarah Ralston Foundation seeks to continue its impact by using its resources to give grants and to serve as a community partner to organizations serving older adults in Philadelphia.

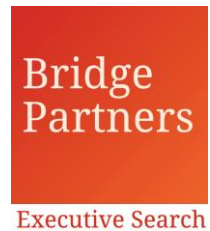
2024 marks The Sarah Ralston Foundation's second year of giving. To date the Foundation has built a robust grantmaking portfolio focusing on funding innovative programs and initiatives that enhance the quality of life for vulnerable and underserved older adults in Philadelphia. This includes supporting organizations that demonstrate significant positive impact on their target populations and a strong commitment to diversity, equity, and inclusion, particularly those led by BIPOC and other underrepresented communities.

Our Guiding Principles

The Sarah Ralston Foundation is led by nine guiding principles that direct all of its work.

The Foundation:

- Supports ideas, actions and deeds that facilitate our mission.
- Understands, appreciates, and leverages community assets – creating synergies while addressing community needs.
- Practices, supports, and facilitates anti-ageist beliefs, principles, and actions.
- Recognizes the importance of relationships to the well-being of older adults.
- Seeks partnerships with significant potential impact including those organizations whose programs have shown impact and those organizations whose programs intend to have impact.
- Practices, supports and facilitates diversity, equity, inclusion and anti-racist beliefs, principles, and actions.
- Seeks out grantee partners who are successfully serving vulnerable and underserved older adults with particular attention to BIPOC (Black, Indigenous, and People of Color) and other underrepresented populations.
- Seeks out organizations led by BIPOC (Black, Indigenous, and People of Color) and other underrepresented persons as grantee partners.
- Embodies the principles of trust-based philanthropy to advance equity, shift power, engage the community, and build mutually accountable relationships.



The Role

Location: Philadelphia, PA

The role of the Executive Director allows for flexibility to work remotely while ensuring a significant in-person presence in Philadelphia to meet with grantees, community partners and stakeholders.

Reports to: Board President

Team: Grants and Financial Manager (1)
Communications Manager (1)
Outsourced: Human Resources, Accountant/Auditor, Investment Consultant, Philanthropy Consultant

Position Summary:

The Sarah Ralston Foundation is dedicated to supporting and enhancing the quality of life for vulnerable and underserved older adults in Philadelphia through trust-based philanthropy and is committed to building its visibility in the nonprofit and philanthropic sectors. The Executive Director (ED) of The Sarah Ralston Foundation will manage all duties necessary to run the Foundation, serving as the Chief Operating Officer and reporting to the Board President. This role presents a unique and exciting opportunity to lead an organization transitioning from a service provider to a strategic grant-making entity.

The ED will lead the day-to-day administration, including preparing the annual budget, managing financial affairs, and overseeing the selection and employment of staff and consultants. The ED will supervise the business affairs of the Foundation, ensuring policies and programs are implemented effectively and funds are utilized optimally. Additionally, the ED will foster a deep understanding of the Board's roles and the Foundation's mission, enhance collaboration with the Board, and educate Board members on grant-making activities. Furthermore, the ED will build and strengthen collaborative relationships with grant recipients. The ideal candidate will have substantial experience in non-profit leadership, particularly in the aging services sector, and a strong commitment to diversity, equity, and inclusion.

Key Responsibilities:

Leadership

- Ensure that the organization has a long-term strategy which achieves its mission and makes consistent and timely progress
- Provide leadership in developing program, organizational and financial plans by monitoring standards in the field and make recommendations on operating policy
- Provide the Board with sufficient information to make sound policy decisions
- Maintain a working awareness of significant developments and trends in the philanthropy field to enhance the effectiveness of the Foundation
- Initiate, develop relationships with individuals and organizations and participate in ad hoc committees to provide information and insight and respond to the needs of the community



- Participate in local, regional, national conferences, events and workshops which relate to the Foundation's growth and impact in the community
- Maintain official records and documents, and ensure compliance with federal, state, and local regulations
- Supervise and regularly evaluate all employees of the Foundation
- Assure that the organization's vision, mission statement, and/or strategic plan includes an expressed and living commitment to diversity, equity, inclusion, and access

Board & Committees

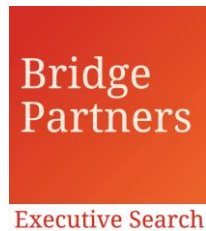
- Ensure the Board's understanding of their roles and the Foundation's mission, foster collaboration with the Board, and provide education on grant making activities to enhance their effectiveness in governance and oversight
- Execute the decisions of the Board promptly and accurately
- Collaborate with Grants and Financial Manager to schedule meetings, arrange locations and provide timely notification to Board and Committees
- Prepare agendas in conjunction with appropriate chairperson of committee and/or Board President
- Review minutes taken by Board secretary for review by President and prepare minutes of committee and task force meetings for review by the chair; send minutes to Grants and Financial Manager to file per record retention policy

Grants

- Manage grant making process in collaboration with the Grants and Financial manager with Board input and direction, including
- Draft and revise grant guidelines, proposal and reporting forms
- Pre-screen grant applications for legal qualifications to receive a grant
- Provide technical assistance to potential grant applicants
- Screen all proposals for completeness and request additional information, if necessary
- Review all proposals and draft summary reports
- Input grant data into system in timely fashion
- Organize and present completed grant proposals for review by relevant committees and Board
- Conduct site visits as needed either in-person or virtually
- Provide insight and counsel to relevant committee and Board of Trustees
- Ensure the notification of grant decisions
- Ensure the payment of grant checks or bank transfers
- Review grant reports to assure completeness and that grant funds were spent as intended
- Follow up on outstanding grants with calls and emails
- Maintain grant impact information to be used in next grant cycle
- Develop and maintain relationships with the nonprofit sector
- Identify eligible organizations to submit proposals

Fiscal/Investment

- Prepare annual budget in conjunction with accountant and the Grants and Financial Manager to review with the Finance Committee for recommendation to the full board
- Collect, organize and submit pertinent financial and investment information to Finance Committee and the Board
- Maintain all financial and investment information in an up-to-date and organized fashion
- Communicate regularly with Foundation's Grant and Financial Manager, accountant/auditor, and investment consultant



- Review financial information regularly
- Serve as point person, in conjunction with accountant and Grants and Financial Manager, for audit and tax filing preparation process

Communications And Public Relations

- Develop and maintain appropriate relationships and communications with the Board, grant applicants, grantees, fellow grant makers, the public and all others in a manner that represents the Foundation in the best possible light
- Represent and serve as a spokesperson for the foundation to public, nonprofit community and local funders
- Plan and supervise all publications of the foundation in collaboration with the Communications Manager

The Person:

The Foundation's next Executive Director will be well equipped with the following qualifications and attributes to lead the organization through its transition and beyond:

Leadership Experience:

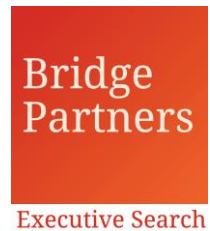
- Minimum of seven to ten years in a leadership role within a charitable foundation or a non-profit organization focused on services to older adults
- Experience in non-profit or foundation management, including strategic planning and financial management
- Prior experience with foundations or grant-making organizations is preferred
- Proven experience in managing major organizational transitions, particularly in grant-making entities
- Ability to develop and implement long-term strategies to achieve the Foundation's mission
- Strong strategic planning skills with an emphasis on setting and achieving clear goals
- Proactive and innovative approach to problem-solving and decision-making
- Ability to navigate the complexities of a small, early-stage foundation and address organizational challenges
- Active participation in local, regional, and national conferences, events, and workshops related to the Foundation's mission

Experience in services for older adults:

- Experience in the field of services for older adults is preferred, with a strong understanding of the challenges and needs of older adults
- Familiarity with and understanding of the unique challenges and opportunities associated with serving diverse, underserved populations in Philadelphia or a similar urban area
- Strong network within the philanthropic and services for older adult communities

Commitment to DEIA:

- Commitment to advancing DEIA principles and actions within the organization
- Experience in promoting and integrating DEIA goals into the strategic plan and daily operations



Financial Management and Grant Making Experience:

- Strong financial management skills, including budget preparation, financial reporting, and investment oversight
- In-depth understanding of the grant-making process, including proposal review, site visits, and impact evaluation
- Ability to provide technical assistance to grant applicants and maintain comprehensive grant data

Communication Skills:

- Excellent communication skills to effectively engage with the Board, staff, grantees, and community partners
- Ability to build and maintain strong relationships with a diverse range of stakeholders, including BIPOC and underrepresented populations

Board Management:

- Ability to collect and analyze data to assist the Board with understanding its impact on the populations served by grant recipients
- Experience in working with Boards, including educating and engaging Board members in their roles and responsibilities
- Ability to manage Board dynamics and foster a collaborative environment

Education:

- Master's degree in a relevant field such as social work, organizational development, aging, or community relations

Compensation and Benefits:

The Sarah Ralston Foundation offers a robust benefits package and competitive salary commensurate with experience.

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To learn more about this opportunity, please contact:

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*Candidates will be considered on a rolling basis,
so we urge your prompt consideration of this impactful leadership role.*