



TIKKUN OLAM

FOUNDATION

EXECUTIVE DIRECTOR - THE TIKKUN OLAM FOUNDATION, INC.

Status: Full-Time

Reports To: Board of Directors

Location: Remote (Location is negotiable but New York/Northeast preferred)

Website: www.tikkunolamfoundation.org

Apply By: January 7, 2022

Who We Are

In Jewish tradition, the guiding principle of *Tikkun Olam* (“repair the world”) positions justice as a pathway to repairing the world.

The mission of the Tikkun Olam Foundation, Inc. is to improve health, justice, and equity for all individuals. With an endowment of \$60 million, this family foundation has made \$20.5 million in grants since its founding in 2014. To date, the Foundation has been staffed by part time consultants and is now searching for its inaugural, full time Executive Director.

The Tikkun Olam Foundation, Inc. supports U.S.-based social justice organizations led by and for the people most impacted by the systems they seek to change. Its core funding areas currently include:

- Sexual orientation and gender identity
- Women’s health and wellbeing
- Criminal justice
- Immigrants and refugees
- Racial justice

Grantees typically take an intersectional approach to their work and work across more than one of the listed funding areas, with racial justice and systems change as primary lenses. Grants, which prioritize ease of experience for grantees, are typically structured as multi-year, general operating support. The Foundation supports intermediaries, but typically does not join funder collaboratives, which it believes consolidate funder power.



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Who We Seek

We seek a trustworthy, empathetic, and courageous leader that will be eager to serve as the inaugural Executive Director representing the Foundation and its work to advance the mission. The individual will have the experience, skills, and emotional intelligence to partner with the Board to provide the creative and strategic vision, direction, and inspiration necessary to ensure the Foundation's success and continued advancement toward its mission.

The ideal candidate will possess the following experiences and competencies:

- At least 8-10 years of experience - including a background in philanthropy and/or nonprofits and senior leadership experience - with a deep commitment to social justice coupled with knowledge and zeal for one or more focus areas in which the foundation works
- Lived experience within the impacted communities and/or with the issues that the Foundation's grantees are working to address
- Impeccable character, ethics, and integrity
- Understanding of power dynamics around philanthropy and grantmaking structures with a passion for helping to break down historical barriers through development of authentic and respectful stakeholder relationships across environments, cultures, and contexts
- Comfort and enthusiasm for working autonomously/independently
- Openness, curiosity, active listening, transparency, and inclusive decision-making
- Adept at managing within ambiguity
- High level of emotional intelligence, empathy, and humility; low ego and a good sense of humor
- Strong written communication skills given the importance of board dockets and other electronic materials in a remote work context

A successful candidate for this position might also possess the following:

- Skill managing board governance and engagement, ideally, having worked with a family, founder, or living donor
- Experience with innovative funding models such as foundation spend downs

Responsibilities

Reporting to and partnering closely with the Board, the Executive Director will have overall accountability and responsibility for the philanthropic, operational, and financial affairs of the Tikkun Olam Foundation, Inc.

The Executive Director's team will include the part-time consultants that have staffed the Foundation to date, as well as the Foundation's current investment firm, accountant, and



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other vendors. The Foundation, which has functioned independently and with an invite-only application process to date, now seeks an Executive Director to represent the Foundation publicly, to build relationships with other funders, and to develop more focused strategies for the time-limited future of the Foundation. The Foundation's leader will bring a strong sense of dedication to the mission and innovative best practice that can guide the Board and team to enhance existing and create new systems and strategies to take the work of the Foundation and its grantees to new heights. Core responsibilities include:

Board Management

- Serve as primary liaison to the Board
- Plan and manage quarterly board meetings
- Together with the team, produce and deliver board meeting materials

Strategy Development

- Lead strategy development for Foundation's issue areas
- Stay abreast of the latest developments within the Foundation's interest areas
- Review and assess current grantee portfolio to determine alignment with strategies

Public Representation & Building Funder Relationships

- Build public presence for the Foundation
- Attend key conferences and convenings for issues of importance to the Foundation
- Develop relationships with funders and organizations in the Foundation's fields of interest

Grantmaking

- Together with the team, manage portfolio of grantees including sourcing applicants, building relationships with existing grantees, liaising with grantees, overseeing application and grant award process, reviewing applications and reports, processing applications and reports, summarizing applications for the Board, and managing the grant award process



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Communications

- In partnership with the Board, determine the approach to public presence and develop a communications strategy
- Build out the website to align with new strategy
- Select and manage vendor(s) as needed to build out the website and potential social media platforms

Physical Requirements

This position is primarily a sedentary role, however, the person in this position may need to occasionally move about inside the office, whether it is a home office or rented office space. This role will not involve lifting any heavy objects. Additionally, domestic travel will be required including for in-person attendance for board meetings (either in New York City or Boston) and every month or every other month for conferences and site visits.

Compensation

The salary range for this position is \$170,000 - \$190,000, commensurate with experience and qualifications. There is a generous benefits package, including medical, dental, and optional vision insurance; retirement benefits, paid sick leave, vacation and holidays.

How to Apply

Tikkun Olam Foundation, Inc. is partnering with [Walker and Associates Consulting](#) – a Black- and woman-owned equity-centered national strategic management consulting and search firm – to facilitate this search. To apply, email a cover letter, resume, and list of three references (references will not be contacted without your advanced notice) to tikkunolam@walkeraac.com by Friday, January 7, 2022. Use the subject line: Executive Director. Please submit PDF or Microsoft Word files only, preferably with all materials in one combined file. Resume review begins immediately. *Questions or Nominations?* Contact Jeannine N. Walker at jwalker@walkeraac.com.

Note of Encouragement

Frequently cited statistics show that women and structurally marginalized and/or underrepresented groups apply to jobs only if they meet 100% of the qualifications. The Tikkun Olam Foundation, Inc. encourages you to break that statistic and to apply. No one ever meets 100% of the qualifications. We look forward to your application!