

**MID-IOWA HEALTH FOUNDATION  
JOB DESCRIPTION**

**POSITION TITLE:            President**

**REPORTS TO:                Board Chair**

**RESPONSIBILITIES:**

Working with the Board of Directors and supervising the Program Officer, the President shall have general charge of and direct the operations of the Foundation and shall be Chief Executive Officer of the Foundation. The President will have responsibility to oversee all Foundation activities toward fulfilling the mission of the Foundation through the following activities:

**1.     Financial management and administration of the Foundation.**

- Develop and manage overall Foundation budget which corresponds to policy direction provided by the Board
- Complete the year with a balanced budget
- Display common sense and good judgment in business transactions
- Work effectively with Investment Committee and Investment Manager to monitor Foundation investments, including facilitation of financial transactions
- Work effectively with external auditor to assure compliance with IRS regulations and all applicable laws
- Effectively manage administrative office and operational needs of Foundation
- Oversee accounting of expenses, payroll, grant allocations, and associated financial accounts
- Prepares all necessary reports and keeps accurate, up to date records
- Sign, execute and acknowledge all contracts, checks, leases or other obligations on behalf of the Foundation in the course of regular business
- Sign in the name of the Foundation reports and all other documents or instruments in the course of the Foundation's business
- Hire qualified staff and maintain high staff productivity
- Supervise Program Officer position
- Encourage and assist with staff development

**2.     Strategic planning and grantmaking.**

- Coordinate strategic planning process including implementation of Foundation mission, vision and goals

- Propose organizational goals and objectives prior to the beginning of each fiscal year
  - Recommend programs and initiatives that further the Foundation's mission
  - Develops and implements Board education regarding targeted funding initiatives
  - Adequately follows through and executes agreed-upon plans
  - Establish grantmaking guidelines, timeline, process, and documentation procedures
  - Effectively evaluate proposals and make thoughtful funding recommendations to Grant Review Committee
  - Oversee distribution and documentation of grant disbursements
- 3. Communication and relationship building to support Foundation initiatives.**
- Stay current on national and local health issues/trends, with emphasis on serving the health needs of the community
  - Develop and maintain relationships with local and national leaders in areas of health and healthcare services
  - Pursue opportunities to further the community's health agenda through convening meetings, encouraging collaboration, leveraging scarce resources, participating in relevant meetings, seminars and conferences
  - Work with local agencies and organizations to develop collaborative approaches and potential partnerships
  - Assist in leveraging impact of Foundation's grants through activities such as partnerships, direct involvement and matching grants
  - Maintain a network of professionals necessary to advance Foundation's mission
  - Participate in professional development activities
  - Actively promote the Foundation to the public
  - Represent the Foundation in a positive and professional manner
  - Progressive in attitude and actions
  - Keep Board informed of organization activities, progress and problems
  - Receptive to Board member ideas and suggestions
  - Facilitate the decision making process of the Board
  - Follow up on all problems/issues/questions brought to his/her attention
  - Give and receive constructive criticism in a positive way
  - Exhibit strong verbal and written communication skills
- 4. Oversight of and adherence to Foundation policies and procedures.**
- Develop and communicate granting priorities and Foundation-initiated granting activities

- Develop and maintain board manual including orientation information, policies, calendars, and support materials
- Coordinate committee functions to assure adherence to policies (i.e., conflict of interest, investment)
- Make recommendations and board-approved changes to By-Laws, and other guiding documents.