

## **Executive Director**

### The Simon W. Wardwell Foundation

The Simon W. Wardwell Foundation is a newly funded charitable foundation. The foundation expects to have an annual grant giving of \$600,000 to \$1,000,000. The Wardwell Foundation's mission is to award grants to support, assist, study, plan for, design, erect, construct, enhance, improve, modernize or operate in Rhode Island, one of the following:

- Public services, including infrastructure
- Hospitals and healthcare facilities
- Educational institutions, particularly those focusing on early childhood education
- Organizations, facilities, and service providers providing residences for the aged

With a preference given to grantees, programs, services, or facilities that:

- Are located in Central Falls, Pawtucket, Cumberland, and Lincoln
- Serve, or seek to serve, as models or innovators in their respective areas

### **Role and Duties:**

The Executive Director (ED) is a part time position that will lead the Wardwell Foundation's annual grant giving, ensuring that all grants meet the pre-established grant guidelines. The ED is responsible for soliciting and reviewing grant applications and presenting recommendations to the Directors of the Foundation. The ED will be responsible for notifying applicants of awards and rejections, in addition to the monitoring of awards to ensure adherence to the grant guidelines. This person will ultimately be responsible for reporting on the administrative activities of the Foundation. The ED position reports directly to the President and board of directors of the Foundation and will be responsible for performing all administrative activities.

This position will be an **active** role, working closely with the Foundation's investment managers, banks, accountants, lawyers, and insurance companies not only maintaining a solid partnership but also overseeing the day-to-day Foundation needs.

The ED position is a part time contract position averaging about 10-20 hours per week.

### **Qualifications:**

- Exceptional project management skills and ability to execute directives from the board quickly and efficiently
- High level of humility and integrity
- Ability to lead with ambiguity while driving multiple concurrent efforts
- Adaptable to changing circumstances
- Exceptional interpersonal skills, professionalism, and ability to work collaboratively with multiple stakeholders
- Proficiency in Microsoft Office, Google Suite and other work productivity tools
- Prior experience in grantmaking or fundraising
- Budgeting experience
- Excellent written and oral communication skills across different type of media
- Bachelor's degree, 3-5 years' work in related field

**Nice To Haves:**

- Deep connections across the state in the non-profit, public and private sector
- Familiarity with the needs of the Blackstone Valley

**Additional duties:**

- Take ownership for the administration of the foundation and its awards
- Report to the Board President and Directors with honest feedback
- Attend and coordinate all board meetings and committee meetings including scheduling, minute taking, and creation of content in partnership with requisite board members.
- Represent The Foundation in lieu of and in conjunction with board members at external events and meetings
- Lead and support board members in the planning and execution of grant awards
- Responsible for the preparation and monitoring of the Foundation's operation budget

**Location:** Cranston, RI (up to 50 percent remote)

**Hours:** Varies depending on workload approximately 10-20 per week

**Salary:** \$25-40k depending on experience

**Benefits:** N/A, the position is a 10-99 contract position

Email Resumes to: [administrator@wardwellfoundation.com](mailto:administrator@wardwellfoundation.com)