

THE LEIGHTY FOUNDATION (TLF) Job Responsibilities for FYE 06

THE MISSION: To carry on the Leighty Family legacy of service and stewardship by leveraging our time and talents, as well as our financial resources, primarily in the areas of Earth Protection, Education, and the Promotion of Philanthropy and Volunteerism.

THE ORGANIZATION: The Foundation is currently managed with five Board members, a Board Secretary/Treasurer who performs staff functions, an Executive Director (ED), and an Administrative Assistant (AA). The ED and AA are paid positions. Associate Director and Advisor positions advise the Board particularly in grantmaking decisions. Contractors include: Attorney, CPA, and Investment Managers.

BOARD DIRECTORS

Position Overview: The Board (currently made up of family members of Founder) is commissioned to carry out the duties necessary for the governance and oversight of The Leighty Foundation.

- Determine, articulate, and support the mission of the Foundation
- Elect the Board and officers; determine the Policies and By-laws of the Foundation; amend the Articles of Incorporation, as necessary
- Retain and evaluate the Executive Director
- Assure that the Foundation functions within appropriate legal and fiscal constraints
- Review investment policy and opportunities for the Foundation; annually evaluate the Investment Managers
- Attend Board meetings by conference call or in person
- Build relationships and collaborate with other funders
- Serve as ambassadors for information sharing in the field of philanthropy
- Research funding opportunities in areas of interest of the Foundation
- Initiate relationships with potential grantees
- Conduct site visits
- Participate in grantee follow up and evaluation
- Serve as advocate for the cause of potential grantees
- Engage in lifelong learning in areas of interest and expertise
- Assist each other as requested

SECRETARY/TREASURER OF THE BOARD

Position Overview: The position includes many staff duties e.g. relations with contractors including investment managers and accountants, in addition to managing the Board meeting agendas and follow up.

- Prepare materials and agenda for Board meetings and record minutes of meetings
- Communicate with ED, Board members, Associate Directors and Advisors by regularly sending these documents to each person by e-mail:
 - Board meeting agendas (qtrly)
 - Approved minutes (qtrly)
 - US Bank and CNB investment reports and projections (qtrly)
 - Earth Protection and Philanthropy/Volunteerism reports (qtrly)
 - Forecast and Actuals (qtrly and / or annual)
 - Correspondence from individual Board members or the Board as necessary
 - Year end summary of pay out (grants, contributions, and expenses)
- Develop annual Forecast based on draft from Executive Director: maintain Forecast ACTUALS from Payment Requests and Transaction Requests. Review all financial reports from Community National and US Banks and justify with TLF records
- Send quarterly Forecast report to Board members
- Submit all transaction requests to the bank; ensure check distribution
- Submit Payment Requests to the bank for appropriate Directors
- Oversee preparation of Foundation annual report and tax return
- Create forms; update existing forms
- Correspond with grantees
 - fall distribution of annual report to selected grantees using website reference and/or email, attached file
 - spring phone call and e-mail message to selected grantees with reminder of evaluation due date and copy of evaluation form by email, attached file
 - ensure completion of selected evaluations, grant proposals
 - handle all correspondence with selected recipients of Foundation funds including return of Documentation of Contribution letter/form
 - handle all Alaska correspondence

ASSOCIATE DIRECTOR

Position Overview: Advise and support one (or more) directors in grantmaking decisions and follow up.

- Advise Directors on funding opportunities
- Assist in the development and review of foundation direction and policies

- Research funding opportunities in areas of interest of the Foundation
- Initiate relationships with potential grantees
- Conduct site visits
- Participate in grantee follow up and evaluation
- Serve as advocate for the cause of potential grantees
- Engage in lifelong learning in areas of interest and expertise
- Attend board meetings as appropriate

BOARD ADVISOR

Position Overview: Position is designed to orient and educate the third generation (3G) for increased Foundation involvement.

- Advise Directors on funding opportunities
- Assist in the development and review of foundation direction and policies
- Oversee the 3G discretionary funds and communicate decisions to Board for approval
- Research funding opportunities in areas of interest of the Foundation
- Initiate relationships with potential grantees
- Conduct site visits
- Participate in grantee follow up and evaluation
- Serve as advocate for the cause of potential grantees
- Engage in lifelong learning in areas of interest and expertise in support of foundation areas of emphasis
- Attend board meetings as appropriate
-

EXECUTIVE DIRECTOR

Position overview: The ED functions in the overlapping roles of Trustee, Executive Director, and Program Officer in the field of philanthropy. In addition to overseeing the foundation, management and grant making, the ED also provides leadership locally, regionally, and nationally to enhance the Foundation's position as a national leader in the promotion of philanthropy and volunteerism.

- Host the Foundation office and oversee its management
- Serve in leadership roles on a local, regional and national basis in the focus area of promotion of volunteerism and philanthropy
- Represent the Foundation in matters of public policy, with advice from the Board.
- Oversee the Foundation's functioning within appropriate legal and fiscal constraints
- Review all financial and investment reports
- Insure preparation of Foundation annual report and tax return

- Research trends in grant making and apprise Board members
- Serve as a catalyst for information sharing among Board members
- Assist Board members as requested
- Oversee the administration of all grants
- Insure the keeping of all records, files, and forms
- Insure that all general correspondence is handled in a timely manner
- Communicate with and insure timely participation by potential grantees from the Midwest, especially in Iowa and Illinois.
- Review donor advised fund distribution from the Leighty Fund of the Community Foundation of Waterloo & NE Iowa
-

ADMINISTRATIVE ASSISTANT

Position Overview: The position of administrative assistant is to support the Executive Director in the business activities of the Foundation.

Grant/Contribution activities:

- Submit family unit transaction requests to Secretary/Treasurer. (S/T then reviews information and sends transaction requests to the bank;)
- Mail checks to recipients with Contribution letter/form; ensure return of the form
- Maintain current YE Cumulative Grant and Contribution Report; submit quarterly update to Secretary/Treasurer within first week after close of quarter
- Maintain Cumulative History Report
- Produce grantmaking reports on as needed basis
- Maintain grantee contact information
- Communicate w/grantees as needed
- Notify grantees regarding the evaluation due date

Office Oversight:

- Maintain office equipment and other resources
- Purchase office supplies
- Communicate with computer consultant as needed
- Develop, maintain, and support necessary operations and administrative systems of Foundation (in conjunction with Secretary/Treasurer)
- Research philanthropic community for new / established policies, procedures, ideas to make Foundation more efficient
- Maintain files

Board Support:

- Review proposal materials and ensure all forms received
- Copy and distribute proposals and evaluations and other Board material to Board members
- Prepare Excel charts for Board review
- Oversee logistics of Board meeting
- Communicate with Board when necessary

Financial:

- Pay bills
- Maintain Executive Director's business bank account, including Quicken entries
- Submit payment requests to the bank; mail hard copy to Secretary/Treasurer
- Verify credit card summary and submit summary to Secretary/Treasurer and Community National Bank

Correspondence:

- Declination letters
- Contribution letters
- Information requests
- Emails to Board members
- Process foundation mail
- Maintain grantee communication files

Outreach Support:

- Serve as contact with organizations regarding presentation materials, logistics, etc.
- Prepare Power Point presentations as needed
- Maintain presentation files including handouts and overheads
- Register Board member(s) for conferences and secure hotel reservations

Miscellaneous:

- Maintain Foundation resource inventory
- Weekly discussion with Executive Director regarding foundation activities
- Attend selected site visit, evaluation and association meetings
- Oversee update and printing of annual report
- Maintain Executive Director's travel itinerary and verify mileage credit
- Attend training classes as needed