



Job Posting: Vice President of Programs for the Ruth Mott Foundation (Full time)

Organization Background:

The Ruth Mott Foundation, based in Flint, Michigan, is a non-profit philanthropic organization offering grants and programs that serve the north Flint community in the priority areas of youth, safety, economic opportunity and neighborhoods. The Foundation envisions communities of hope and pride, whose neighborhood environments and urban core are safe, attractive and healthy, enriched by cultural diversity and an engaged citizenry.

The Foundation also owns and operates Applewood: The Charles Stewart Mott Estate. Built in 1916 as a family home and gentleman's farm, is today a vital community resource open to all from May through October.

Job Purpose:

To provide executive leadership and strategic vision for the Foundation's grantmaking, community engagement, and capacity building programs and their assessment. To partner with the President and assist in the leadership of the senior management team.

Position Responsibilities include:

- Optimizes use of foundation resources by developing and implementing effective grant-making strategies based on community needs and the foundation's program goals.
- Performs limited duties as a program officer and manages a small grant portfolio.
- Generally functions as second in the chain of command - assists the President in the direction and supervision of the Managers Circle. Directs all staff in the absence of the President.
- Cultivates relationships and partnerships with government, businesses, philanthropic community, community organizations, educational organizations and professional organizations for leveraging foundation grants, developing strategic initiatives, keeping current on community initiatives, and keeping current on developments/best practices in foundation priority areas and the nonprofit sector.
- Oversees the grant application process including proposal review, due diligence, funding recommendations and preparation for materials for trustee approval.
- Oversees all phases of program implementation and evaluation including budgeting, planning, execution, community relations, marketing/communications, etc.
- Leads and assists program officers and other program staff in program planning, design, management and evaluation.
- Works with staff to develop programming at/through the Applewood estate, including convenings, community engagement, technical assistance, special community meetings and events and the foundation's own annual estate events.
- Works collaboratively with the Learning Officer to direct program evaluations of external grants, foundation-administered programs and strategic initiatives, as well as internal evaluations of program strategies based on established goals.
- Monitors and reports performance against the RMF strategic plan to the President and the Board of Trustees.

- Represents the organization with external audiences as required.
- Prepares reports and materials for the President and members of the Board of Trustees.
- Participates in foundation management/leadership team through participation in weekly “Managers’ Circle” team meetings to discuss management and leadership issues. Leads meetings in instances of the President’s absence.

Qualifications:

We seek a candidate with integrity, experience in successful grant making and demonstrated strong leadership skills. Candidates must have a Master’s Degree in the liberal arts, social sciences, or a related field. The ideal candidate will:

- Have a strong commitment to the Foundation’s mission and values.
- Have a solid understanding of, or direct experience, working collaboratively with individuals from all sectors of the community and a commitment to diversity and inclusion.
- Be a strategic thinker and effective synthesizer of voluminous and complex data.
- Demonstrate an ability to lead, manage and motivate others.
- Demonstrate an ability to engage and collaborate with peers and diverse groups.
- Possess knowledge of the nonprofit sector and business/operational management including finance, administration, human resources, project management and strategic planning.
- Have excellent writing and verbal presentation skills.

Ruth Mott Foundation recruits team members that are as economically, culturally and ethnically diverse as the community we serve. We are committed to diversity and inclusion in all its forms, including but not limited to race, color, religion, sex, national origin, age, disability, height, weight, marital status, sexual orientation, protected genetic information, veteran status, or any other characteristic protected by law.

To Apply: Qualified candidates must submit a letter of interest, including salary requirements and a resume to Resumes@ruthmott.org by January 15, 2019.