

Klee Foundation

Executive Director Job Description

Organization Description: The Conrad and Virginia Klee Foundation is a private charitable foundation created in 1957 by Conrad Klee and his wife, Virginia. For over 60 years we've made charitable grants to various qualified nonprofit organizations, primarily in Broome County, NY. Geographically, our focus is Broome County. Programmatically, we focus on building and sustaining a community that's healthy in the broadest sense. We want our funding to have an impact on current priority needs.

Position Description: The Executive Director of the Klee Foundation is a part-time position, 20 hours a week, responsible for the day to day management, staff oversight, and strategic implementation of the organization.

Job Responsibilities:

Financial and Legal Compliance:

- Oversee ongoing reporting to external accountant (monthly/annual)
- Develop monthly cash requirements, manage banking administration. Sign checks and oversee reconciliation of monthly bank statements, and ensure timely payments to vendors
- Work with external accountants to develop and review financial statements and 990-PF
- Develop and monitor annual Klee foundation operational budget
- With legal advisor, keep informed about changes in regulatory issues affecting foundations and/or nonprofits, transmitting information to the Board as necessary
- Oversee maintenance of accurate grant payment obligations

Grant management:

- Respond to and monitor grant inquiries;
- Report grant activity summary to Board on regular basis.
- Consult with leadership of NPO's interested in applying to Klee, advise of eligibility, communicate priorities.
- Review proposal forms, submitted proposals, prepare for sending to board, note potential issues.
- Prepare grant contract letters including payment/report schedule.
- Review progress reports and requests for payment (signature required). Ensure compliance with grant agreement and fund expenditures.
- Ensure timely payment and recording of approved grants.
- Provide technical assistance to grantees and other organizations.
- Site visits as appropriate.
- Plan and implement annual grantee reception and Volunteer Award program.

Board Governance:

- Plan board meetings with Chair, prepare all necessary support material.
- Record, construct, and maintain official records of minutes and governing documents.

- As requested by board, prepare occasional reports, white papers, and research topics for discussion.
- Inform board of NPO or community issues, of changes in philanthropy including new legislation, and of potential collaborations.
- At least twice annually, prepare environmental scan of community for Board. Maintain records of board and officer terms and annual elections.
- Assist the board on conducting research and making contacts for new or potential board members.

Staff hiring and oversight:

- Responsible for management, hiring/firing of staff, for ongoing evaluation, for implementation of annual salaries in consultation with board.
- Provide ongoing training and mentoring for staff.

Communications and Public Relations:

- Develop periodic reports highlighting Klee’s investments and activities and distribute to community.
- Prepare news releases as appropriate.
- Update Klee website at least annually.

Promotion of Philanthropy and External Relations:

- Maintain a visible profile for the Klee Foundation in the community by participating in events, seminars and conferences.
- Demonstrate and educate regarding best practices.
- Oversee annual Volunteer Award program as established and implemented by board.
- Represent the foundation to other foundations, philanthropic support organizations, and grantees.
- Network in community and participate in partnerships/collaborative opportunities with other Grantmakers and nonprofit organizations, as appropriate.
- Seek opportunities to highlight contributions of Klee funded organizations.

Qualifications:

- Minimum of 5 years of nonprofit experience in a leadership position
- Four-year bachelor’s degree minimum, master’s degree preferred
- Strong written and oral skills
- Experience in publications and communications
- Proficient in Microsoft programs, including Word, Excel and Outlook
- Strong grant writing experience;
- Clearly demonstrated knowledge and experience in philanthropy, development, public policy, governance and board development

Compensation and Benefits: Salary is commensurate with education and experience, paid for all major holidays (7) and four weeks paid vacation.

To Apply: Please submit a resume and cover letter, to the attention of the “Klee Search Committee” via email: sclark@hhk.com