



POSITION DESCRIPTION
January 4, 2007

Organization	Council on Foundations
Location	Washington, DC
Position Title	Director, Diversity Initiatives
Reports to	Senior Vice President, Philanthropic Leadership
The Opportunity	<p>The Council on Foundations (COF) is a membership organization of more than 2,000 grantmaking foundations and giving programs worldwide. Founded in 1949, COF's mission is to provide the opportunity, leadership and tools needed by philanthropic organizations to expand, enhance and sustain their ability to advance the common good. COF's services include providing leadership expertise, legal services and networking opportunities to its members and to the general public.</p> <p>COF believes that organized philanthropy is a powerful tool for creating and sustaining societal benefit; that the common good is enhanced when philanthropists come together for collective action to increase their impact and effectiveness; that to be effective, organized philanthropy must operate with the highest degree of stewardship and accountability; and that organized philanthropy can enhance its ability to contribute to the common good in a changing society by including in its work a range of perspectives, opinions and experiences from people representing diversity of ethnicity, race, gender, economic circumstance, sexual orientation, disability and philosophy.</p> <p>COF is led by Steve Gunderson, who became President and CEO in 2005. Gunderson is a former senior consultant and managing director of the Washington office of The Greystone Group, a Michigan-based strategic management and communications consulting firm; Gunderson also served 16 years in the U.S. Congress, and three terms in the Wisconsin State Legislature. The successful candidate for this position will work very closely with the President and other Officers of COF</p> <p>This position presents an exciting opportunity for a dynamic, forward-thinking individual to galvanize the activities that comprise the Council's Diversity Initiative. As a mission-driven workplace, COF seeks bright, curious, analytically-minded professionals who are passionately committed to effecting social change.</p>



Learn more about COF at <http://www.cof.org>!

Position Responsibilities

As a member of the Executive Management Team, the Director, Diversity Initiatives will be responsible for providing management and oversight of COF's diversity programs. Primary responsibilities include strategic oversight of the diversity initiatives program, oversight and management of the program's financial performance, and volunteer leadership.

Specifically, the Director, Diversity Initiatives will:

- Act as COF's "thought leader" on diversity issues, advising senior management and membership on emerging issues and trends, serving as spokesperson on diversity issues as appropriate
- Provide strategic program direction and operational leadership
- Be a key liaison to diversity-oriented philanthropic affinity groups
- Contribute to the shaping of major COF initiatives, the development of new activities, and the allocation of resources
- Develop and manage a comprehensive portfolio of relationships among constituencies and external diversity-related organizations that are critical to the agenda of the program
- Leading by example, cultivate and maintain best practices in the area of inclusiveness
- Lead and manage staff and volunteers effectively
- Design and create programs to establish the inclusive culture of foundations and philanthropic leadership as a key priority
- Work creatively with partners to deliver educational programs to philanthropic organizations
- Support COF's government affairs efforts, specifically around issues of diversity
- Participate in a dynamic Executive Management team

Profile of the Successful Candidate

COF seeks a professional who is curious in nature, analytical in approach, and committed to the principles of diversity and inclusiveness. The successful candidate will be a systems thinker with a passion for COF's mission, along with a demonstrated track record of strong leadership skills as well as excellent communication and problem-solving abilities. The successful candidate will also be able to work with a range of organizations that comprise the Council's membership, and be able to meet them "where they are."

We expect that the successful candidate will have the following characteristics:

- A bachelor's degree
- Minimum of ten years of progressive experience in the development and management of diversity and inclusion initiatives for a global organization



- Demonstrated experience in administering fellowship programs or executive-level professional development programs
- A demonstrated ability to design, develop, and implement strategy
- Senior management experience, including leadership of volunteers as well as staff members
- Demonstrated experience in consensus building
- Budget management experience
- Strong oral and written communication skills
- The ability to work well both independently and collaboratively
- Experience working with foundations or nonprofit organizations

In addition, the successful candidate will likely have:

- An advanced degree in a related field
- Experience in public policy or government affairs work
- A flexible, collaborative nature that works well in matrixed management environments

Start Timeframe

We seek to have the right individual in place by Spring 2007

Compensation

The position offers competitive compensation and excellent benefits.

To Nominate or Apply

Please submit the names of dynamic individuals or your own credentials (resume and samples of written and quantitative reporting) and a letter of interest in complete confidence electronically to The 360 Group at:

COF@360searchgroup.com

Review of credentials will begin immediately. To be considered, The 360 Group should receive applications by **February 28, 2007**

The 360 Group is an executive search and organizational design and development consulting firm that is driven to see that organizations are more effective and communities are better served through the success of social sector professionals in their careers. Because we know that a rich mix of professionals makes organizations more effective, we – and our clients – make demographic and experiential diversity a priority in every search assignment.