

# Lloyd K. Johnson Foundation is seeking a visionary leader to be our next Executive Director

## Our Mission

The mission of the Lloyd K. Johnson Foundation is to promote access to educational opportunities in Cook county and to improve the quality of life in the North Shore communities of Cook, Lake, and Southern St. Louis counties through grantmaking in the areas of Arts and Culture, Community & Economic Development, Education, Environment, and Social Welfare programs to qualified organizations.

## Values that Guide Our Work

Partnership	Innovation
Responsiveness	Engagement
Integrity	Respect

## About the Lloyd K. Johnson Foundation

Founded in 1975, the Lloyd K. Johnson Foundation (LKJ) seeks to promote access to educational opportunities and to improve the quality of life in the North Shore communities of Cook, Lake and southern St. Louis Counties through grantmaking in the areas of arts and culture, community and economic development, education, the environment and social welfare programs to qualified organizations.

In 2022 alone, 75 grants totaling \$1,327,933 were awarded, and 15 scholarships totaling \$75,613 were provided.

Since establishing formal operations in 2007, the Foundation has awarded nearly \$13M in grants and \$825k in scholarships.



## About The Opportunity

The Executive Director (ED) of the Lloyd K. Johnson Foundation holds responsibility for the day-to-day operations of the Foundation as well as working with a Board of Directors to shape the future of the organization through values, leadership, and strategy. The ED must be a strategic thought leader committed to equity and focused on the intersection of community & economic development, arts & culture, education, environment, and social wellbeing.

The ED will oversee a vibrant organization with 2021 annual budget of \$4.4 million and over \$25 million dollars in net assets. The ED is the primary face of the Foundation and must be able to cultivate, build, and maintain strong and authentic relationships with a wide range of partners including community leaders, nonprofit organizations, grantees, and other funders. A deep understanding of philanthropy, nonprofit leadership, regional context, and a willingness to learn, provide values-driven leadership, and inspire creative solutions is integral to the ED



position. Integrity, a strong sense of mission, and a deep commitment to the Founder's values are essential for the role.

## Essential Duties and Responsibilities:

### *Leadership and Community Engagement*

- Create and maintain strong relationships with nonprofit organizations and community leaders throughout the service area to understand and articulate evolving needs in the communities served by the Foundation.
- Reporting to a Board of Directors, work closely with the Board President and Executive Committee to understand and advance appropriate board governance, maintain clear lines of communication, and provide well-defined opportunities for board engagement.
- Be a respected leader representing the Foundation throughout the service area and regionally to demonstrate the ability to partner across many aspects of diversity, including racial, economic, and geographic differences with authenticity.
- Maintain a high level of knowledge on issues and regulations applicable to charitable giving.
- Positively represent the Foundation in the community at large; at public and private events, grantee events, panels, and various other engagements in the service area.
- Work with the Community Engagement-Diversity, Equity, Inclusion, and Access (CE-DEIA) Committee to develop trainings for staff and Board on diversity, equity, inclusion, and accessibility and to ensure that the internal structure of the Foundation priorities those values as an organization and in all work in the service area.
- Oversee the Community Engagement work of the Foundation providing direction to staff and ensuing input from the CE-DEIA Committee and the Board on Foundation priorities.

### *Grantmaking and Related Activities*

- With program staff, evaluate funding inquiries, grant applications, and ensure compliance to required due diligence. Grantmaking activities include conducting site visits, reviewing budget and financial information, and preparing funding recommendations to the Board.
- Research and keep abreast of issues, trends, exemplary programs, and best practices nationally as well as locally in the Foundation's areas of interest.
- With program staff monitor grantee performance by reviewing grant reports, maintaining positive relationships with grantees, providing technical assistance, and engaging in creative problem solving as needed.
- Engage in evaluation of grant making efforts, identify Foundation priorities, and set direction to meet on-going and emerging community needs

## *Scholarship Activities*

- Ensure that agreements with local colleges for the scholarship program are fulfilled and that all invoices for student funding are reviewed and in compliance with scholarship award guidelines prior to authorizing funds.
- Support clear communication between the Scholarship Specialist, Education Committee and full Board throughout the scholarship application process, selection and throughout the academic year.
- Oversee the Scholarship Specialist in their support role to students offering guidance, feedback and creative problem solving as needed.

## *Administration*

- Manage the day-to-day operations of the Foundation including overseeing grant administration, scholarship process and community engagement activities to ensure compliance with internal policies as well as external legal and contractual obligations.
- Maintain all financial records, including the payment of all Foundation expenses and authorized grants and scholarships. Maintain the general ledger and oversee payroll.
- Oversee budgeting, investments, 990-PF, tax filings with the Investment Committee and ensure correct and complete records required for the healthy operation of the Foundation.
- Hire and support highly qualified and talented staff of the Foundation to foster open communication, a focus on mission and a collaborative spirit.
- Exhibit excellent leadership skills to create and maintain a positive, productive, welcoming and inclusive environment. Ability to build a high performance, fun and engaging work culture. Mentor staff and foster a learning and growth environment. Provide honest, candid, and timely feedback in a professional and respectful manner.
- Oversee Foundation external communications including website management, press releases and various social media.
- Appropriately archive all necessary Foundation documents to preserve the history of the Foundation.
- Arrange and attend Board meetings and activities including preparing meeting sites and agendas, overseeing Board material development, implement Board directives, and communicate with the Board members between meetings.
- Work with the Board to develop strategic plans and to establish objectives and priorities based on goals and budget considerations agreed upon by the Board.
- Knowledge of business and management principles involved in strategic planning, resource allocation, financials, operations and coordination of people and resources. Reliable and timely attendance to complete all job duties and responsibilities.

## Knowledge, Skills, Experience and Qualifications:

We seek candidates dedicated to the intersection of community & economic development, arts & culture, education, environment, and social wellbeing. We seek a respected leader with the desire to continue LKJ on its diversity, equity, and inclusion journey and to be active participants in co-creating a just and healthy region.

This is a visionary and outward facing role. The successful candidate must have a keen understanding that integrity and follow through is critical in establishing credibility and trust with our partners, funders, participants, and communities. Demonstrated knowledge, skills, and experience in the following areas:

- Significant experience with a grantmaking foundation and/or experience leading a nonprofit organization.
- Familiarity with the Foundation's service area and base level of knowledge of Indigenous and Settler history shaping the region.
- Experience being the face of an organization; well-developed interpersonal skills; strong oral and written communication skills; and the ability to listen and present ideas clearly to diverse audiences
- Ability to accurately assess nonprofit leadership, operational, and financial capacity and perform other due diligence as required
- Experience in strong financial and organizational management, knowledge of rules, regulations, and standards for private foundations
- Evidence developing and implementing strategy by being a strategic thinker, planner, and executor with an inclusive operating style that encourages engagement
- A history of strong collaboration and actively seeking strategic partnerships
- Analytical ability including the ability to summarize complex issues clearly and concisely and to develop cogent recommendations
- Strong communication skills including public speaking, written communications, knowledge of public relations, and social and traditional media skills.
- Bachelor's degree or commensurate work experience, advanced degree preferred.

### *Key Qualifications:*

- Has sound judgement, tact, humility, and discretion required to work effectively with the Board of Directors, other funders, thought leaders, community partners, grant applicants and current grantees.
- Someone who is at ease in new situations and meeting people; able to interact with diverse communities with inclusivity, cultural humility, confidence, and a sense of humor.
- A good listener and strategist; comfortable receiving input from many sources and able to bring others together, build consensus, and create cohesive and well-supported plans.

- Strong work ethic coupled with a commitment to building strong, healthy communities and an optimistic approach to one's work.
- Willingness to apply the Minnesota Council on Foundation's Principles of Philanthropy to the work of the Foundation: ethical leadership, stewardship, values, equity & justice, community engagement, public voice, continuous learning and transparency & accountability.

## Location and Travel

LKJ's focus is on the North Shore communities of Cook, Lake, and Southern St. Louis counties. This position is based in Duluth, Minnesota (St. Louis County). Some travel throughout the region is required.

## Compensation and Benefits

The compensation range for this full-time position is an annual salary \$110,000 – \$135,000 accompanied by a competitive benefits package, including:

- ✓ Vacation
- ✓ Sick Time
- ✓ Retirement Plan
- ✓ Paid Holidays
- ✓ Bereavement Leave

## To Apply

The Lloyd K. Johnson Foundation is an equal opportunity employer committed to diversity and creating an inclusive environment for all employees. **If you are interested in this opportunity, please submit a cover letter and resume to [careers@audacityhr.com](mailto:careers@audacityhr.com).** The cover letter may be addressed to the Hiring Committee.

Applicants applying by February 12, 2023, will be given priority consideration, with the position open until filled.

AudacityHR has been retained by LKJ to lead this search. Please direct all questions to: Stacy Johnston, 218.520.3404, [stacy@audacityhr.com](mailto:stacy@audacityhr.com)

## Additional LKJ Information

For additional information about the Foundation please visit our website at:

[www.lloydkjohnsonfoundation.org](http://www.lloydkjohnsonfoundation.org)

Our 2021 Annual Report:

<https://simplebooklet.com/lloydkjohnsonfoundationannualreport2021>

