

## LEHIGH VALLEY FOUNDATION DIRECTOR THE DEXTER F. & DOROTHY H. BAKER FOUNDATION

### POSITION OVERVIEW

The Foundation Director position based in the Lehigh Valley, Pennsylvania will represent the Dexter F. and Dorothy H. Baker Foundation, form relationships in the community, participate and execute strategic planning efforts with the Board of Directors and oversee local grantmaking. The Foundation is seeking a leader, collaborator, and innovator who aligns with the Foundation's legacy and values of integrity, creativity, excellence, and curiosity.

### ABOUT THE FOUNDATION

Dexter F. Baker, former CEO and Chairman of Air Products and his wife Dorothy were active and generous philanthropists who helped build and support the success of dozens of education, arts, and community organizations. They established The Dexter F. & Dorothy H. Baker Foundation as a family foundation in 1986 with a vision to provide opportunities for individuals to grow, prosper, pursue, and satisfy their dreams. Since its inception, the Foundation has granted over \$20M to nonprofits and institutes of higher education with a focus on Arts and Culture, Youth Development, Social Service Initiatives, and Entrepreneurship. Giving is primarily focused in the Lehigh Valley area of Pennsylvania. The Foundation is currently governed by a board of six Trustees including Dexter and Dorothy's four daughters and two local Lehigh Valley residents.

### POSITION REPORTING STRUCTURE

The Baker Foundation has engaged Boldly Go Philanthropy to execute philanthropy on its behalf, including managing governance, grantmaking, and operations. Boldly Go is a boutique, philanthropic advisory and execution firm with a team that has decades of experience in the philanthropic and nonprofit sectors. Boldly Go is currently leading the search for this position. The Foundation Director will be a member of the Boldly Go team and report to Boldly Go Managing Partner Jeff Kutash while operating with a high degree of autonomy and working closely with the Foundation's Trustees. **Given the emphasis on community engagement, the candidate will need to be based in the Lehigh Valley. Please note that the position is virtual as the Foundation does not maintain a local office.**

### DUTIES AND RESPONSIBILITIES

The Foundation Director will identify, recommend, structure, and manage grants in the Lehigh Valley; develop trusted relationships with and add value to grantees and partners; and represent the Foundation in the community. Specific responsibilities include the following:

#### Strategic Planning and Implementation

- Participate in strategic planning efforts with the Trustees to develop the Foundation's local impact strategy.
- Use data and lessons learned to improve the strategy over time and keep up to date and educate the Trustees on trends, issues, and opportunities in the community and in the Foundation's priority giving areas.

### Grantmaking and Development

- Conduct due diligence and site visits on potential grantees to assess their impact, leadership, effectiveness, financials, and alignment to Foundation goals.
- Write and present compelling recommendations for grant approvals and declinations.
- Structure grant agreements with clear expectations and success measures and manage grant files to ensure accuracy, timely disbursements, and compliance with grant terms.
- Utilize a broad range of philanthropic tools (e.g., convening partners, building grantee capacity, advocating for change) where applicable to increase impact.
- Assess and report back to the Board on grantee progress and impact.

### Leadership and Collaboration

- Build strong relationships with key grantees and support their success by advising them and connecting them with experts, funders, partners, and other resources.
- Represent the Foundation in the community, developing relationships with partners and building awareness of the Foundation and its work.
- Participate in Boldly Go team meetings and professional development activities.
- Other duties as assigned.

## QUALIFICATIONS

- At least 7-10 years of professional experience in the nonprofit or philanthropic sector, with significant experience in grantmaking or program development preferred.
- A post-secondary degree is required and a degree in a relevant field is a plus.
- Must be based in the Lehigh Valley. Knowledge of the local community and its nonprofit organizations **is a plus**.
- Strong analytical, critical thinking, and problem-solving skills, with the ability to analyze complex information and make sound recommendations.
- Excellent written and oral communication skills, with the ability to write compelling and clear grant recommendations and present them effectively to Foundation Trustees.
- Ability to build strong relationships and collaborate effectively with diverse stakeholders, including grantees, community leaders, and Foundation Trustees.
- Strong project management skills, with the ability to manage multiple priorities, deadlines, and projects simultaneously.
- Ability to work independently while also functioning as part of a team.
- Proficient in Microsoft Office suite, with the ability to use Excel, Word, and PowerPoint, including creating compelling charts, graphs, and documents.
- Experience with Foundant grant management software and QuickBooks preferred.
- Willingness to travel throughout the Lehigh Valley, and occasionally to other geographic areas of the Foundation's focus, as needed.
- Demonstrated commitment to diversity, equity, and inclusion, with the ability to apply those principles to grantmaking and program development.

## SALARY AND BENEFITS

The position offers a salary in the \$80K-120K range, with a total compensation of \$100K-150K inclusive of benefits (health, dental, and vision plan; 401k retirement plan; and related benefits).

## APPLY

Please submit your resume and a brief expression of interest to Lindsay Broyhill, Impact Advisor, Boldly Go Philanthropy, at [Lindsay@boldlygophilanthropy.com](mailto:Lindsay@boldlygophilanthropy.com) by **April 4, 2023**. We will respond promptly to and review candidates on a rolling basis.

*We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*