



Leo M. Shortino Family Foundation

Executive Director Position Description

The Organization

The Shortino Foundation invests in programs and services consistent with our mission “to act as a catalyst to support underserved youth and their families through education and the arts.” We have a deep commitment to San Jose-based organizations that strengthen K-12 student outcomes, creating pathways for underserved students to achieve their educational and career goals and contribute to our local community and economy.

We were founded in 1990 by Leo Shortino, the son of Italian immigrants. Leo was born in San Jose and grew up during the Great Depression where he learned about poverty, hard work, and the importance of a good education. As an educator and accomplished musician, Leo also saw the arts as a critical way to enrich education and engage young people. Today the Foundation has assets of \$60 Million and an annual operating budget of approximately \$3M.

Our grantmaking focuses on high impact programs and services that ensure youth have the skills and support to grow into self-sufficient adults. This year we will award nearly \$2.3M to over 70 grantees working to improve student educational outcomes in preparation for post-secondary education and employment. We seek programs that can serve as models for successful partnerships with educational institutions and other nonprofit organizations, maximizing the impact of public and philanthropic funds. Since 1990, we have issued more than \$30M in grants to local organizations.

Our funding priorities focus on organizations that serve K-12 youth in under resourced schools and communities. These priorities include:

- Academic/Educational Enrichment
- Scholarships & Financial Aid
- Extended Learning
- Arts Education & Enrichment
- Counseling & Mentoring

For more information about the Foundation, please visit our website: www.shortino.org

The Opportunity

The Shortino Foundation seeks a dynamic, committed, and visionary leader who will champion efforts to impact educational outcomes for young people in San Jose through a respected grantmaking strategy. The successful candidate will have a collaborative leadership style, an equity-focused approach, and bring deep knowledge of the local community, specifically the education and arts landscape.

The Executive Director is central to day-to-day operations and the strategic direction of the Foundation as its only full-time employee. The position works in close partnership with an engaged Board of Directors and two part-time staff, which currently consists of a Grants Manager and Executive Assistant. The Foundation is also supported by contractors related to grant making, accounting, investment, and property management needs. This is a full-time, exempt position based in San Jose, California.

Responsibilities

PROGRAM DEVELOPMENT & GRANTMAKING

- Leads the development of grantmaking initiatives including strategy, policies, and procedures
- Maintains current knowledge of local issues and trends impacting youth, education and the arts
- Oversees the Foundation's grantmaking program, which includes proposal reviews, site visits, outcomes evaluation, and assessment of overall impact
- Implements a grantee oversight process that balances trust with accountability
- Provides technical assistance to prospective grantees
- Ensures timely payment of approved grants and awards

BOARD ENGAGEMENT

- Provides the Board with information, opportunities for professional development, and guidance so that they can effectively fulfill their governance duties
- Coordinates and attends all Board and committee meetings
- Reports regularly to committees regarding the Foundation's priorities, fiscal health, and other relevant matters
- Supports the Board in ensuring policies and protocols are implemented consistently
- Implements and evaluates short and long-term strategic priorities
- Fosters positive and effective relationships with Board members as individuals and as a group

FINANCIAL & ORGANIZATIONAL MANAGEMENT

- Ensures effective management of Foundation investments and assets
- Develops and maintains consistent protocols, systems, and processes
- Manages all contractors, including property managers, and negotiates all contracts
- Prepares the annual budget and monitors cash flow and quarterly progress
- Manages the proper reporting and filing of required financial documents such as annual reports, audit, tax and employment filings
- Recruits, trains, and retains a strong staff and provides regular performance evaluations
- Provides guidance and support to staff
- Ensures compliance with personnel policies approved by the Board and all federal/state regulations

COMMUNITY BUILDING & RELATIONS

- Provides a credible and informed presence for the Foundation by participating in events, seminars, convenings, and conferences throughout the Bay Area
- Participates in collaborative opportunities with other grantmakers to further our mission and leverage our investment
- Leads communication strategies and content for all marketing collateral
- Cultivates and maintains effective relationships with schools, districts, grantees, and other community stakeholders and leaders

Qualifications & Characteristics

The ideal candidate will have demonstrable senior leadership experience, ideally in a philanthropic, social sector, or education setting. Candidates with deep knowledge of the nonprofit landscape in San Jose and surrounding communities are encouraged to apply. Additionally, the Shortino Foundation seeks applicants from individuals embodying the following:

- Passionate about the Shortino Foundation mission
- An artful relationship builder and connector with a track record of building strategic partnership across sectors
- Broad experience in conceptualizing, communicating, and representing an organization externally to a sophisticated group of stakeholders
- Knowledge of education and arts related trends and issues in Santa Clara County
- Experience working effectively with governing boards
- Technical knowledge of philanthropy, including the mechanics of grantmaking and current best practices
- Exceptional interpersonal skills with a humble and compassionate approach to relationship-building internally and externally
- A collaborative and inclusive leadership style, with the ability to inspire others
- Significant leadership and organizational skills with the skill to activate complex strategies
- Strong written and verbal communication skills - including consensus building, writing, and public speaking
- Demonstrated capacity to build alliances and sustain collaborative relationships
- Bachelor's degree

Additional Characteristics of Strong Candidates

- Recognized local or regional leader with deep philanthropy, nonprofit, or education experience
- Commitment to developing an organizational culture that seeks to understand different perspectives and embraces diversity, equity, and inclusion
- In-depth experience with nonprofit fiscal analysis, program budgeting, and reporting
- Familiarity with concepts such as effective and trust-based philanthropy
- Experience with grants and/or contract management
- Fluency in Spanish desirable

Compensation: The anticipated starting salary for this role is \$150,000 per year. In addition, the Foundation offers 10 paid holidays, plus a generous PTO package. A monthly healthcare stipend and employer contributed retirement plan will be offered as part of the overall compensation package. Flexible work arrangements will need to be negotiated as part of the total package and formally approved by the Board.

The Search Committee is open to candidates from beyond the Bay Area, but is prioritizing application materials from regional candidates. There are no funds available for relocation or housing assistance.

Application deadline: Applications will be reviewed on an ongoing basis with priority given to candidates that apply by April 5, 2021.

Estimated start date: We seek to have someone in place by June 2021.

Response to COVID-19: Shortino Foundation staff, including its Executive Director, normally operate out of the Foundation office, which is located in San Jose, CA. Due to COVID-19, all Foundation work is currently being done remotely until further notice. Candidates should expect to work on site in San Jose once local public health officials deem it safe to return to work.

To be considered: All applications are held in strict confidence. Please email a thoughtful cover letter and resume outlining your interest and qualifications to ShortinoSearch@VentureLeader.org with “Shortino ED Search” in the subject line. Application materials submitted without a cover letter will not be considered. Inquiries are welcomed and should be directed to ShortinoSearch@VentureLeader.org.