

Director of Philanthropy/Secretary to the Board

The McGregor Foundation is a recognized leader of innovation and high-value services in meeting the changing needs of Cleveland's seniors throughout Cuyahoga County. As a leading care provider for elders through our residential care services and community-based PACE program that keeps people connected in the community, and our grant-making foundation that supports affordable housing with services, workforce development and quality of life.

The Role

The McGregor Foundation is seeking a Director of Philanthropy/Secretary to the Board to support the Distribution Committee of the board by administering the board's grantmaking programs and related activities. The Director of Philanthropy shares responsibility with the CEO for the pursuit of the organization's mission through grantmaking to organizations who share McGregor's vision, values and priorities.

The Secretary to the Board will ensure the optimization of each director's investment of time in McGregor and their fulfillment from this experience. The Secretary achieves this purpose by maximizing the efficiency of meetings and meeting preparation, providing a record of all meetings, and ensuring directors remain up to date on aging industry topics and events, as well as facilitating contact with outside resources and beneficiaries.

Reporting to the President and CEO, both positions require that the incumbent promote the McGregor values of *Respect, Community, Trust, and Impact* in all duties, responsibilities and interactions at McGregor.

What You Will Do

- Reviewing grant proposals from non-profits for alignment with the Foundation's mission and impact, working closely with applicants to clarify details.
- Preparing materials for Distribution Committee meetings, including agendas, financial reports, and grant requests.
- Managing grants systems and maintaining an efficient database of applications, approvals, and monitoring data, ensuring the website is current and informative.
- Tracking and evaluating funded projects or programs to ensure they meet objectives, collecting progress reports, and addressing issues.
- Conducting site visits and meetings with grantees and thought leaders to observe project implementation and gather insights.
- Collaborating with non-profits to develop proposals that align with the Foundation's goals.

- Representing the Foundation at events, conferences, and community gatherings, sharing its work and fostering partnerships.
- Drafting communications to highlight the Foundation's community impact.
- Acting as liaison with the Distribution Committee, facilitating communication and coordination.
- Supporting special and ad-hoc projects as needed.

Secretary to the Board Responsibilities:

- Provide staff support for all McGregor board committees.
- On behalf of the Governance Committee, conduct periodic director surveys and individual director interviews to assess the effectiveness of McGregor's board education and development programs. Recommend improvements and interventions to address shortcomings.
- Work with CEO to design board education to keep members informed on industry trends.
- Record the meeting minutes and distribute them promptly after each meeting.
- Oversee arrangements for meeting space and meals/refreshments.
- Maintain the Board Portal on the McGregor Foundation website.

Qualifications

- Bachelor's degree in a relevant field.
- At least 7 years' experience in non-profit management, specifically philanthropy and the non-profit sector.
- Demonstrated ability to think creatively and collaborate with other non-profit, philanthropic and government sector entities.
- Excellent writing, interpersonal and organizational skills.
- Adequate business (financial and accounting) background to evaluate the viability and sustainability of existing and prospective grantees.
- Interpersonal skills necessary to engage and communicate with all directors as peers.
- Commitment to McGregor's purpose of promoting individual choice by providing options, guidance and support along life's journey

Benefits

**Health/HSA, Dental, Vision, 403b Matching Retirement plan, Employer paid Life Insurance, optional Voluntary Life coverage, STD, LTD, Critical Illness and Accident coverage. Paid Time Off, Sick Time and Paid Holidays.

McGregor is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, or veteran status.