

# KITTLEMAN

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THE SUDBURY  
FOUNDATION

**Position Guide**

***Executive Director***

<https://sudburyfoundation.org>



**POSITION:** Executive Director  
**REPORTS TO:** Board of Trustees  
**LOCATION:** Sudbury, Massachusetts

*The Sudbury Foundation is a private foundation working to transform lives and strengthen communities through grantmaking and scholarship programs in Sudbury, MA and surrounding communities.*

#### **ABOUT THE SUDBURY FOUNDATION**

The Sudbury Foundation was established in 1952 by Herbert and Esther Atkinson as a vehicle for their personal philanthropy. They were modest people who believed in private giving for the public good and in giving back to the community they called home. Long-time residents of Sudbury, MA, the couple operated the Sudbury Laboratory, a successful small business specializing in soil testing kits. As the Laboratory prospered, the Atkinsons shared their good fortune with others, both directly and through the Foundation they created.

Today, the Foundation is a private, endowed organization governed by a Board of Trustees comprised of five community leaders and managed by two professional staff - the Executive Director and Operations Manager - who administer the distribution of approximately \$1.5 million in grants and scholarships annually. Grant funding is designed to strengthen the Foundation's nonprofit partners who are working to solve some of the community's most pressing social issues. Our offices in the Sudbury Grange Hall also serve as a meeting place for community groups and town related committees.

#### **THE OPPORTUNITY**

From the beginning, the Sudbury Foundation has been committed to making a difference in the lives of individuals, families and organizations primarily in the MetroWest region. The Foundation's long-time Executive Director is retiring at year-end and the Foundation seeks to bring on a new leader who will continue to advance the organization's history of being a resource, partner and ally in the community.

The next Executive Director will build upon the strategic framework that the staff and Board of Trustees have created and will work in partnership with the team to continually define and hone the Foundation's grantmaking areas and to ensure that the critical needs of the diverse communities served are being addressed strategically.

With assets of the Foundation approaching \$40 million, and no fundraising responsibilities, this position provides a unique platform to convene meaningful conversations and initiatives that directly impact communities.

### GRANTMAKING IN OUR COMMUNITY

***Investing in programs that enhance lives and strengthen communities.*** The Sudbury Foundation operates three grantmaking programs and a scholarship program.



#### The Children, Youth & Families Program

Established in 2012, the program is designed to help young people realize their full potential and become caring, productive citizens. The focus is on providing opportunities for underserved youth who face barriers to economic and personal success. The program reaches out beyond Sudbury to support programs in Acton, Concord, Framingham, Hudson, Lincoln, Marlborough, Maynard, Natick, Stow and Wayland. Recent Children, Youth & Families grant partners include: Discovering

Hidden Gems (mural pictured), Boys & Girls Clubs of MetroWest and Doc Wayne Youth Services.

#### The Farm & Local Food Initiative

This initiative is designed to build a thriving Massachusetts-wide farm community that encourages environmentally sustainable agriculture, is economically viable to farmers and workers, and increases the availability of fresh healthy food to local communities. Recent Farm and Local Food grant recipients include: Mill City Grows (pictured), Boston Area Gleaners, Mass Food System Collaborative and the Regional Environmental Council.



#### The Sudbury Program

The Sudbury Program is designed to enhance the quality of community life in Sudbury. The Foundation makes grants to Sudbury-based nonprofit organizations, the Town of Sudbury, Sudbury Public Schools and Lincoln-Sudbury Regional High School. Funding categories include Youth Development and Opportunity, Environmental and Historic Preservation, Community Building/Town Betterment and Populations in Need.



#### The Atkinson Scholarship Program

The Atkinson Scholarship Program was established in 1995 to recognize local high school seniors with financial need, academic promise and the capacity to make a meaningful contribution to society.

The program is named for Sudbury Foundation founders Herbert and Esther Atkinson who were particularly interested in supporting the town's young people. The annual program offers 15 eligible students a maximum of \$5,000 per year in scholarship assistance and the opportunity to re-apply for assistance each year of their undergraduate

career.

## OUR RESPONSIVE, FLEXIBLE FUNDING & INITIATIVES

Listening to grant partners and community stakeholders is a core value of the Foundation which encourages us to respond to change and to meet pressing needs. The past 18 months have been unprecedented in terms of issues related to social and racial injustice, as well as economic and social needs highlighted by the pandemic. The Foundation responded with flexible funding and programs.



**Covid 19 Funding:** In 2020-21, special COVID-19 funding programs included proactive general operating support to long-time grant recipients, food pantries and other agencies providing food and basic needs items to vulnerable populations. In addition, the Foundation reopened its Children, Youth & Families Program for one grant cycle in both 2020 and 2021. These grants supported the development of new or expanded programs and resources that enhance emotional health supports for children.

**DEI Funding:** To continue to advance equity and inclusion work in our communities, in 2020 the Foundation launched a Racial Equity & Inclusion (RE&I) program for nonprofit organizations wishing to focus on anti-racism learning and action. The Foundation considers these grants a starting point for communications, education and collaboration, and a preliminary step on a path to change. Met with great enthusiasm, a second round of funding has been added to further advance this work.

## POSITION SUMMARY

The Sudbury Foundation seeks a proven, community-centered professional whose passion for service is demonstrated by a career-long dedication to improving the human condition. A track record of informing and empowering the board of a foundation around grant making policies, procedures and program activities is highly desirable.

Energy, natural optimism and the ability to be a good listener are important personal attributes. The Executive Director must be an effective collaborator, able to engage key stakeholders within the community and convene people with common and disparate interests and concerns. An ability to build the reputation of a foundation as a responsive, relevant and trusted resource in the community is a necessity.

The Executive Director will have exceptional communication skills including the ability to speak and write clearly and intelligently on any number of issues and subjects related to the primary fields of interest of the Foundation.

The Executive Director will provide leadership and management in several multi-disciplinary roles, including strategist, partner, grantmaker, board representative and steward. The ideal candidate will have proven leadership and success in outreach, engagement and collaboration at the individual, organizational and community levels and with fellow nonprofit, foundation and business leaders. The Executive Director must represent the Foundation as an ambassador for its vision, mission, guiding values and funding areas of interest.

**Expectations for this position:**

- Overseeing all Foundation operations, including making policy and grant recommendations to the Board of Trustees, proposal review, grantmaking project evaluation, communications, managing the Foundation office, financial management, and legal compliance;
- Understanding the scope of the Foundation’s current engagements, fostering new ones and helping to formulate the vision for its future;
- Overseeing and conducting strategic grantmaking, conducting grant due diligence, presenting and recommending funding options to the board of trustees, and programmatic support;
- Fostering a co-creative, working relationship with the Foundation’s Board of Trustees;
- Fostering a collaborative, mentoring relationship with staff;
- Establishing new and fostering existing community engagements and partnerships;
- Managing all financial, compliance and budget oversight matters;
- Maintaining active awareness and knowledge of regulations and standards for private foundations in finance, governance and grantmaking; and
- Overseeing the care of an historic building.

**Desired skills and characteristics:**

- Experience and interest in working with a range of nonprofit organizations in program development, organizational development and community building;
- Experience in developing and implementing strategic plans;
- Senior level of judgment and strong reputation and contacts within the regional nonprofit sector;
- Administrative experience and competence, including data systems and financial management;
- Communication skills, including experience with social media and branding, and an ability to work with a wide range of individuals and content areas;
- Ability to work independently and collegially in a small office ;
- Competence and an ability to manage an exceptional amount of detail; and
- Maturity, demonstrated professional integrity and an ability to maintain high professional standards.

An undergraduate degree is required, though an advanced degree in a related field is preferred. Experience in foundations and/or the nonprofit sector is highly desired. Salary range \$130,000-\$150,000, depending on experience and qualifications.

*The Sudbury Foundation is committed to a policy of equal employment opportunity and welcomes a pool of diverse candidates.*

To apply, please submit a current resume and letter of introduction to Kittleman & Associates, LLC at <https://bit.ly/37DZaC8> (click on the Apply button at the bottom of the page).

For more information on The Sudbury Foundation, please visit: <https://sudburyfoundation.org>

