



POSITION AND CANDIDATE JOB DESCRIPTION

JESSIE BALL duPONT FUND

PRESIDENT



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JESSIE BALL duPONT FUND OVERVIEW

The Jessie Ball duPont Religious, Charitable and Educational Fund is a private independent grantmaking foundation located in Jacksonville, Florida. Established by Jessie Ball duPont upon her death in 1970, the Fund is governed by her last will and testament which calls for the Fund to operate as a perpetual trust with seven people acting as trustees of her estate. At the time of her death, her estate was considered to be the largest ever filed in the state of Florida. The Fund's assets today approximate \$300 million with annual grants totaling from \$12 - \$15 million.

A native of Virginia's Northern Neck, Jessie Ball duPont was the widow of financier and industrialist Alfred I duPont and became a successful businesswoman and philanthropist. With her brother Edward Ball, she successfully managed her husband's empire in Florida and supported hundreds of churches, schools, and nonprofit organizations nationwide with her charitable giving.

The Jessie Ball duPont Fund's mission is to *expand access and create opportunity by investing in people, organizations and communities that were important to Jessie Ball duPont*. As the Fund's trustees and staff fulfill this mission, they strive to:

- Act with compassion, work for justice, and champion the rights of all people to share in the wealth and health of our nation.
- Respect the wisdom and creativity of the organizations and communities with whom we work.
- Learn with and from the people we serve.
- Engage in thoughtful and disciplined reflection about the decisions we make.
- Maintain the highest ethical standards in all that we do.

The trustees and staff of the Jessie Ball duPont Fund believe:

- A democratic society that works for all people requires the participation of a strong and organized independent sector.
- Communities are stronger and healthier when public, private, and philanthropic resources are invested to build the assets of individuals, families, and neighborhoods.
- Communities are stronger and healthier when citizens, neighborhoods, and organizations work together across the boundaries that divide us.
- Communities are stronger and healthier when they are deliberate about identifying, building, and using their philanthropic assets – the time, talent, and money of people.



- Citizens have both the right and responsibility to participate fully in public debate about the distribution of resources, opportunities, and assets intended to serve the common good.

The Jessie Ball duPont Fund's work is organized around three focus areas: building organizational capacity; building the assets of people, families and communities; and strengthening the independent sector. This work is carried out in multiple ways:

- ❖ Awarding grants to organizations eligible to receive support from the Fund under the terms of Mrs. duPont's will;
- ❖ Convening and connecting people across places and disciplines to help us learn from one another;
- ❖ Supporting research and providing helpful resources to organizations and communities; and
- ❖ Awarding program-related investments to community development financial institutions to advance the Fund's strategies.

The Fund is organized as a nonprofit charitable trust and began operations in November 1976. Pursuant to the terms of the Last Will and Testament and I.R.S. regulations, the trust shall operate in perpetuity with 5% of assets distributed annually to various charitable institutions and/or for specific charitable purposes.

For more information, please visit <http://www.dupontfund.org/>.



THE OPPORTUNITY

The Jessie Ball duPont Fund has matured from a modest, regional foundation to one with a national reputation for thoughtful and innovative philanthropy. The Fund’s president, Sherry Magill, is retiring after 25 years of strong leadership. This is clearly a significant inflection point for the organization as it seeks to recruit a leader to succeed a long tenured and highly respected and successful leader.

The next president will have an opportunity to create the next chapter. This leader will respect the past and Mrs. duPont’s legacy and be willing to explore new ways to evolve the organization and its grantmaking in the context of the current trends and issues facing society.

The president reports to the Fund’s seven-member Board of Trustees to provide strategic and managerial leadership. Working collaboratively with the board and staff, the president provides leadership in the ongoing refinement of the vision for the Fund and the intellectual, organizational and civic leadership to realize that vision.

Please see the press release regarding Sherry Magill’s departure [HERE](#).

Candidate nominations and applications preferred by May 25th.
Submit brief letter and biography to sallysterlingexecutivesearch@gmail.com

KEY RELATIONSHIPS

Reports to	Board of Trustees Link to board composition
Direct reports	Senior Program Staff Knowledge Management Staff Administrative Staff
Other key relationships	Grantees Partners Community Leaders Philanthropic Sector Leaders Local Appointed and Elected Officials



MAJOR RESPONSIBILITIES

- Leading with intellectual rigor and discipline and prioritizing the Fund's work and its needs.
- Providing leadership for the Fund's grant-making activities, and accountability for its work by adjusting programs and strategies based on evaluation and continuous learning.
- Motivating and inspiring a talented staff that is engaged in developing and implementing strategy and grantmaking activities and overseeing grant administration.
- Actively engaging with civic and community leaders and collaborating to create the conditions for systemic change to advance the Fund's communities and the independent sector.
- Working with the Board to facilitate the discussion and decisions on mission, policy, strategy and effective governance.
- Managing a communications strategy that maximizes the effectiveness of the Fund's programs and influences policy while disseminating lessons learned.

ADDITIONAL PRESIDENTIAL RESPONSIBILITIES

Leadership Responsibility:

- Serve as spokesperson for the foundation field and nonprofit sector.
- When appropriate, educate and inform elected officials and a larger public on the role of the nonprofit sector in the life of communities.
- Share with others, when appropriate, examples of successful work and promising approaches in meeting enduring community challenges.

Operational Responsibility:

- Responsible for preparing meeting agendas for approval of Chair.
- Responsible for design and running of annual retreat.
- Prepare and, upon approval of trustees, administer an operational budget.
- Authorized to make expenditures up to \$10,000 if within approved budget constraints.
- Employ, supervise, and annually evaluate all staff.
- Make salary recommendations to trustees.
- Administer day-to-day operations of the Jessie Ball duPont Fund and its headquarters.
- Engage auditors annually for approval by trustees.
- Oversee completion and filing of 990PF annually for approval by trustees.
- Hire consultants as warranted.

Program Responsibility:

- Recommend long-range program objectives for the Jessie Ball duPont Fund.
- Oversee investigation and evaluation of all grant requests and make recommendations to trustees.

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- Notify all applicants as to disposition of all requests.
 - Oversee grant reports and make periodic reports to trustees on the Fund's grantmaking.

Powers and Duties:

- Attend and participate, without vote, in all regular and special meetings of the trustees of the Jessie Ball duPont Fund and Annuity Trust except as determined by a majority of the trustees.
- Prepare and submit reports to the trustees, including financial, programmatic, and quarterly updates, on the activities of the Jessie Ball duPont Fund.
- Officially represent the Jessie Ball duPont Fund and serve as its spokesperson.
- Officially represent, when requested by the trustees, the Annuity Trust.
- Serve as liaison to the corporate co-trustee of the Jessie Ball duPont Fund and Annuity Trust.
- Serve as liaison to all legal counsel, auditors, and investment consultants.

Accountability:

- Monitor all applicable governmental rules and regulations to assure the Jessie Ball duPont Fund's compliance with the law.

Communications:

- Prepare an annual report and other publications.

Selection and Evaluation:

- Selected by majority vote of trustees.
- Annually re-elected by the trustees.
- Annually evaluated by the trustees.
- Serves at the pleasure of the trustees.
- Salary set by trustees.

KEY SELECTION CRITERIA**EXPERIENCE**

- A minimum of five years in a senior leadership role
- An understanding of philanthropy, higher education, and/or the nonprofit sector
- An ability to write well and speak well in public
- A comfort level working with investment advisors
- Track record of working with a board of trustees



CRITICAL COMPETENCIES FOR SUCCESS

COMMITMENT AND AUTHENTICITY

In an organization whose mission is to *expand access and create opportunity by investing in people, organizations and communities that were important to Jessie Ball duPont*, the Fund is looking for a leader with the following qualities:

- Passion for the mission
- Affinity for the Fund's values and beliefs
- Ability to foster a culture of transparency, encouragement and a willingness to talk about problems or failures as well as successes
- Commitment to diversity, equity and inclusion
- Accessible, compassionate and a compelling advocate with the desire to make a deep and lasting impact

STRATEGIC AND VISIONARY LEADERSHIP

Viewed as an organization which “punches above its weight,” the duPont Fund has a strong regional and national reputation in the philanthropic sector. A combination of innovative and thoughtful programming and the employment of financial strategies and investments has allowed the organization to substantially impact the independent sector and the geographies that the Fund serves. The next president will embody the following qualities:

- An innovative and intellectual thought leader and partner
- A willingness to take risks, be proactive and nimble
- Ability to use data and evidence around decision making
- Understanding of the value of research
- Willingness both to expand the Fund's programmatic purview and to sunset other programs as appropriate

RELATIONSHIP BUILDING AND COLLABORATION

Convening and connecting people across places and disciplines is a key tenet of the Fund's philosophy. A physical manifestation of the Fund's convening authority is the Jessie Ball duPont Center which is a nationally recognized gathering place for philanthropy and nonprofits in downtown Jacksonville. This requires relationship building and collaboration which are qualities that the new leader will need to embody. Specifically, the next president will have the ability to:

- work effectively with the public, private and nonprofit sectors to leverage resources in order to serve communities and the independent sector;
- work with an engaged and committed board;



- influence and inspire a high functioning team; and
- effectively communicate to key stakeholders, collaborators, partners and the sector.

OTHER PERSONAL CHARACTERISTICS

- Ethical and moral standards
- A sense of humor
- Curious and a lifelong learner
- A feel for Southern culture
- The humility and confidence required to succeed a long-tenured successful president