About the Foundation
For the last eight years, Corey C. Griffin Foundation (created to honor the memory and legacy of Corey C. Griffin who passed away in 2014) has experienced incredible success and growth. This success would not have been possible without the hard work of its current team, its dedicated board of directors, its inspiring grantees and nonprofit partners, and the hundreds of Foundation volunteers and donors.

Over the next few years, the Foundation will be building upon its past success by expanding its grantmaking efforts, running a new Emerging Leaders initiative, and launching a multimillion-dollar fundraising campaign to ultimately allow the Foundation to double its impact.

To build upon its past success and accomplish the Foundation’s ambitious goals for the future, the Board of Directors is looking to add to its current team with the hire of the first-ever President of the Corey C. Griffin Foundation. This role will work closely with the Foundation’s current group of staff, consultants, and volunteers.

The Foundation’s events like CoreyFest and Boston Winter Ball are attended annually by thousands of people. Since its inception, the Foundation has raised over $20M for Boston’s nonprofits. The Foundation partners with Boston’s most innovative nonprofits focused on youth from under-resourced communities as well as those with medical challenges. Through high-impact partnerships with leading academic and healthcare organizations, the Foundation provides critical opportunities for “Corey’s Kids” and builds upon Corey Griffin’s legacy of giving back while encouraging others to do the same.

About the Role
The Foundation seeks its first-ever President to expand its fundraising, marketing, operational, and governance structures to keep pace with this growth. The President will be expected to play a major role in stewarding current donors, securing additional, diverse sources of funding, ensuring that the proper governance and operational systems are in place to keep pace with the organization’s growth, and supporting the day-to-day functions of the organization.

Currently, the Foundation raises an average $3M annually through three large events (CoreyFest, the Boston Winter Ball, and the Boston Marathon). The Foundation is also engaged in the early stages of a “Double Our Impact” campaign, with a goal of raising an additional $20M over the next three – five years, ultimately allowing the Foundation to double its annual grantmaking. With a strong and engaged board, the Foundation is well-positioned to surpass both its annual and campaign goals.

This role will be responsible for providing guidance and leadership to all areas of the organization. In addition to overseeing the fundraising, operations, grantmaking, and strategic planning, other key duties include volunteer engagement and management, marketing, and community outreach. The position oversees the work of current staff and consultants and reports directly to the Board of Directors.
Job Description

Areas of responsibility include (but are not limited to):

External Relations and Fundraising

- In partnership with the board and other key volunteers, solicit current major donors to the Foundation, with a focus on securing six-figure, multi-year gifts for the expansion campaign.
- Execute proper stewardship and recognition of the Foundation’s donors, cultivating long-lasting relationships and collaborating with the board to ensure ongoing relationship-building with donors.
- Identify, cultivate, and engage new corporate and individual donor prospects.
- Oversee the development of external communications materials including the Foundation’s branding, website, merchandise, and other communications and promotional materials.
- Lead the enhancement of the Foundation’s image and reputation by being active and visible in the community and by ensuring the organization is working closely with its constituents/grantees and other nonprofit and corporate partners.
- Collaborate on the ongoing strategy development of the Foundation’s three annual events and its new Emerging Leaders Council, with an eye toward developing a new generation of Foundation donors and leaders.

Governance, HR, and Strategic Leadership

- Build and maintain a strong working relationship with the current grantee partners and the Board of Directors; oversee all grantmaking efforts and other support to nonprofit partners.
- Ensure proper governance of the Board, including relevant committee work and adherence to all nonprofit policies and procedures.
- In collaboration with staff, board, and consultants, execute a strategic planning process that brings the Foundation through the next three to five years.
- Provide oversight of all HR policies and procedures, developing policies and manuals as necessary and ensuring HR compliance across staff, consultants, and volunteers.
- Supervise a small team of consultants and part-time employees that provide support in operations, program/event planning, and volunteer engagement.

Finance and Operations

- Work with staff, consultants, and the board to create an annual budget; submit quarterly financial statements to the board.
- Provide regular oversight to the internal finances of the organization, including the budget, expenses, and major fundraising activities.
- Supervise a small team of consultants and part-time employees that runs the administration and operations of the foundation, including a robust list of accounts and systems (e.g., the Little Green Light CRM, QuickBooks, Asana, etc.).
Key Credentials and Personal Qualities

- 5-10 years successful fundraising experience including experience with direct donor solicitation; at least three years in senior leadership experience at a social impact organization.
- Familiarity with philanthropy; exposure to family foundations would be a particular advantage.
- Demonstrated experience with and appetite for being an effective external representative, influencer, and movement leader.
- Commitment to results; 'can-do' mindset with emphasis on accountability.
- Experience at change leadership and change management.
- Strong motivational and staff leadership abilities.
- Excellent communication and presentation skills.
- Sense of humor, integrity, impeccable work ethic.
- A Bachelor’s degree required, a master’s degree in Nonprofit Management, Business Administration, Finance, Economics or its equivalent preferred.
- An ability to work nights and weekends for events as needed.
- Given the Foundation's strong presence in Greater Boston and frequent need for in-person events, only candidates local to the Greater Boston area will be considered.

Compensation and Location
The President is a full-time, exempt position. The position compensation is $170,000 - $180,000 annually. The Foundation’s work is based in Greater Boston and will use a hybrid work model for this position. The successful candidates will be located within the Greater Boston area of Massachusetts. All staff are required to attend events in-person, which will call for the ability to work the occasional night and weekend. Additional travel for grant partner meetings, conferences, and site visits may be required, as necessary to carry out the responsibilities and duties of the position.

Equal Opportunity Employer
Our policies and practices provide equal opportunity to all qualified individuals in leadership, staffing and service, regardless of race, ethnicity, national origin, citizenship status, gender, gender identity, sexual orientation, disability, age, religion and any status protected by law.

How to Apply
Interested candidates should send their resume and a one-page cover letter to the attention of Amy Kingman, Hiring Manager at jobs@coreycgriffinfoundation.org.