



**THE 360 GROUP**  
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# Silicon Valley Community Foundation

## Director, Executive Office Operations and Board Affairs

Position Description & Candidate Profile

# Director, Executive Office Operations and Board Affairs

## Location

Mountain View, CA

## Reports to

Executive Vice President and Chief of Staff

## Our Client

For the past 19 years, the mission of the Silicon Valley Community Foundation (SVCF) has been to advance innovative solutions to challenging problems. The organization has returned to its community foundation roots - engaging donors, corporations, government and community partners in efforts to make the Silicon Valley region and the world a better place. Based in Mountain View, California, SVCF partners with families, individuals and corporations to manage and facilitate their philanthropy by connecting donors to communities' most pressing needs. SVCF has nearly \$16 billion in assets under influence, and last year deployed more than \$2 billion to more than 6,000 nonprofit organizations in communities in the Bay Area and beyond, making it one of the nation's largest grantmakers.

SVCF works to improve people's lives in San Mateo and Santa Clara counties, and partners with donors, companies and other foundations to address regional concerns that affect local communities. Despite the area's great wealth, residents are challenged by so much - dearth of affordable and low-income housing and accessible transit, financial instability and the precarious safety and security of immigrant residents, among other issues. Coming out of its most recent strategic planning process, the community foundation now focuses on reducing systemic disparities, building strong and engaged communities, and growing the culture and practice of effective philanthropy.

SVCF is a trusted and enduring institution for the community, and donors are critical to its success. SVCF works closely with more than 1,800 donors and corporate clients to understand their philanthropic goals and the best ways to accomplish them. From accepting complex assets and establishing giving vehicles, to facilitating grantmaking and other types of investments, SVCF is committed to ensuring donors make the impact they seek. This core area of work facilitates the movement of resources to communities.

SVCF partners with community organizations, other foundations, and government leaders to address public policy issues, advance the best ideas, and direct its resources swiftly and strategically toward critical issues. The foundation serves as a resource for nonprofit, civic, government and philanthropic organizations.

There are several ways SVCF contributes, including:

- Initiatives: launching initiatives and special projects partnering with other foundations, corporations, nonprofits, donors and government agencies on topics or issues of regional importance including disaster response and relief
- Research: commissioning research to identify emerging issues, monitor trends and provide analysis
- Public forums/convenings: bringing people together to engage in discussion and problem-solving
- Advocacy: taking positions on critical issues and advocating for policy outcomes

We invite you to learn more about the Silicon Valley Community Foundation at <https://www.siliconvalleycf.org>.

### **Position Responsibilities**

SVCF is seeking an experienced Director, Executive Office Operations and Board Affairs. Reporting to the Executive Vice President (EVP) and Chief of Staff, the Director, Executive Office Operations and Board Affairs will support preparation for meetings and events with the Board and other high-level external constituents. The Director will also help to coordinate internal foundation-wide activities and communications. The Director, Executive Office Operations and Board Affairs will also work with the EVP and Chief of Staff to identify opportunities for continuous improvement and increased efficiency within the Executive Office.

This position requires the ability to work effectively and efficiently at a rapid pace strong and consistent communications skills, critical thinking and judgment, advanced project management and prioritization skills, and a high level of discretion. This role offers the opportunity to gain exposure to multiple aspects of the foundation and its work, both internally and externally, while serving a critical need for the foundation.

Specifically, the Director, Executive Office Operations and Board Affairs will be responsible for:

- Collaborating with the EVP and Chief of Staff, the broader Executive Leadership Team, and the President and CEO to develop content and materials for quarterly Board and Board Committee meetings, including management of the Board and Committee meeting invitations/RSVPs, calendars, and overall process for ensuring all input and content is prepared, received, compiled, and distributed to Board Members, Committee Members, and invited guests in a timely manner
- Possessing a deep understanding of Nasdaq Boardvantage (the tool that the foundation uses to manage Board interactions) and identify opportunities to integrate this tool more effectively into existing processes and communications as appropriate
- Acting as a central point of contact for Committee, Board Members, and Board Emeriti Members (including executing Emeriti engagement programming and events)
- Coordinating with the CEO's Executive Assistant daily to ensure seamless scheduling, project management, and material preparation
- Developing relevant and effective materials to prepare the President and CEO and EVP and Chief of Staff for external meetings
- Supporting the President and CEO and EVP and Chief of Staff with follow-up items that result from external meetings, including coordinating with internal staff and ensuring timely and appropriate responses to external constituents as needed
- Leading project management efforts for cross-functional taskforces and organization-wide initiatives as requested by the President and CEO and EVP and Chief of Staff
- Liaising with other departments as needed to support more effective coordination with the Executive Office
- Working with Human Resources to advance DEI work within teams and across the organization to help build a supportive culture anchored around SVCF's values of courage, collaboration, inclusion, respect, and accountability

### **Profile of the Successful Candidate**

SVCF is committed to equity, diversity, and inclusion, and seeks to continue to build a diverse and inclusive workforce to promote effective work in partnership with all communities and population groups in the region. The foundation seeks a professional with a demonstrated track record of management experience; past experience handling confidential matters; donor advising and engagement; commitment to the power of community philanthropy and the common good; strong curiosity and the desire to continue learning; a collegial work style; a sense of humor; the ability to inspire, motivate, and mentor a team of professionals; and

the dedication to work hard toward the foundation's mission of promoting philanthropy and improving the quality of life in the region.

Within this framework, SVCF seeks a Director, Executive Office Operations and Board Affairs with the following attributes:

- Bachelor's degree and at least seven years of related and relevant work experience including working on Board of Directors relations
- Strong project management skills with the ability to identify critical milestones, develop clear workplans, and complete high-quality deliverables in a timely manner
- Proven ability to prioritize conflicting needs, addressing matters expeditiously and proactively
- Proven ability to anticipate business needs and use critical thinking and a solutions-oriented approach
- Exceptional interpersonal skills, a customer service orientation, and the ability to establish and maintain effective and appropriate working relationships with multiple constituents both internally and externally
- Excellent verbal and written communication skills
- Proven ability to maintain confidentiality of extremely sensitive and private data
- Prior experience with using Salesforce preferred
- Knowledge of – or a strong interest in – philanthropy and nonprofit community organizations and a desire to promote philanthropy throughout San Mateo and Santa Clara counties

## **Start Timeframe**

We seek to have someone in place by early 2024.

## **Compensation**

This position offers a competitive salary range of \$150,000 to \$165,000 and includes a comprehensive benefits package. We actively welcome all candidates from a wide range of backgrounds who have the skills to fulfill this role – regardless of compensation history.

## **To Apply**

All applications are held in strict confidence. Please submit your credentials and a letter of interest through our private applicant portal to The 360 Group at:

<https://the360group.us/portal/>

Applications should be directed to the attention of Monica Rodgers, Senior Consultant. Applications will be reviewed on a rolling basis. Earlier applicants may receive priority consideration. To be considered, The 360 Group encourages all interested candidates to submit their applications promptly, via the confidential applicant portal linked above.

*At The 360 Group, we know that a richly diverse mix of professionals makes organizations more effective. Using that principle as our “North Star,” we make diversity a hallmark of our firm, and all of our search engagements.*

**Learn more about The 360 Group at [the360group.us](https://the360group.us).**