

MARTHA MONTAG BROWN & ASSOCIATES, LLC

Consultants In Executive Search - Placing Leaders With A Purpose

SENIOR PROGRAM OFFICER ENTERTAINMENT INDUSTRY FOUNDATION LOS ANGELES, CA

The Foundation

Created in 1942 by Samuel Goldwyn, Humphrey Bogart, James Cagney, and the Warner brothers, the Entertainment Industry Foundation (EIF) was established on the belief that the entertainment industry is in a unique position to truly help others. Their vision was to unify Hollywood's generous giving in order to maximize the amount of charitable dollars raised annually, and guarantee that worthy charities receive these contributions.

Today, the EIF is an innovative organization engaged in a wide spectrum of philanthropic programs from local and national grantmaking to workplace giving, donor-directed giving, volunteerism, fundraising events, public education campaigns and other special initiatives.

EIF draws on the industry's executive leadership, entertainment industry members and celebrated artists who play a vital role in leveraging the power of the entertainment industry to advance a range of charitable causes including critical health, educational and social issues. EIF's corporate partners provide valuable financial and marketing resources to create cause-related promotions and special events to benefit EIF's national initiatives. Key programs include:

- National Grantmaking. Throughout the U.S., the EIF raises money to help fast-track medical science, support direct services that provide outreach and care, and fund educational programs of excellence. Grants for EIF national initiatives are made to a select number of organizations identified by an EIF advisory panel of experts.
- Workplace Giving. EIF supports workplace giving campaigns that enable employees of the entertainment industry to donate funds to local nonprofit organizations.
- Education and Awareness Campaigns. Nationally, EIF brings together industry leaders and artists with major non-profit organizations to collaborate on innovative, large-scale public awareness and education campaigns that address a wide range of diverse issues from cancer prevention and treatment to education and volunteerism.

- Special Fundraising Events. EIF uses entertainment industry, corporate and foundation partners and individual donors, to bring national attention to important social issues.
- Charitable Services Funds. EIF administers Charitable Services Funds, empowering entertainment industry members to make a direct impact on a specific charity or cause that is most important to them.

The Opportunity

The Entertainment Industry Foundation is seeking an entrepreneurial and experienced philanthropic professional for its newly created Senior Program Officer (SPO) position. The SPO will: 1) assume a lead role in the strategy development, planning and oversight of a diverse set of initiatives including local and national grantmaking efforts, workplace giving, donor-advised funds and volunteer efforts; 2) direct business development efforts including designing and implementing strategies to conceptualize, fund and implement innovative philanthropic projects of interest to major donors and partners ; and 3) lead and manage client engagements and special initiatives for a diverse portfolio of donors, partners and supporters.

The SPO will work closely with EIF's leadership team on key priority areas for the foundation in the coming year: an analysis of entertainment industry philanthropic efforts; a philanthropy summit for the entertainment industry; and a strategic plan for a national initiative in education/arts education. The SPO will report to the Senior Vice President of Programs.

Key Responsibilities

- Philanthropic Leadership. Assume a lead role in the strategy development, planning and oversight of a wide range of grantmaking programs, philanthropic initiatives and innovative partnerships designed to advance EIF's goals. Work closely and strategically with the Senior Vice President of Programs, other members of the EIF management team and the board of directors on key programs and initiatives.
- Initiatives and Partnerships. Work closely with the Senior Vice President of Programs to implement, coordinate, and monitor current national philanthropic initiatives and grantmaking partnerships on health, education and others issues as appropriate.
- Business Engagement. Direct business development efforts including designing and implementing strategies to conceptualize, fund and implement innovative philanthropic projects of interest to major donors and partners. Manage partner agreements and commitments in collaboration with other foundation departments.
- Issues/Trend analysis. Conduct research and analyze trends on major issues and initiatives through in-depth literature review, interviews, community meetings and other useful sources of information. Present findings clearly and concisely in written and oral formats.

- External engagement. Lead and manage major client engagements and special initiatives for a diverse portfolio of donors, partners and sponsors. Work closely with the senior leadership team to develop and maintain productive working relationships. Organize, facilitate and attend meetings as required. Represent the foundation at regional, national and global conferences and convenings through major presentations, white papers and board service. Serve as a content expert and knowledge leader on a variety of emerging issues impacting the philanthropic and nonprofit sectors.
- Internal engagement. Work closely with the senior leadership team in developing and implementing organization-wide, strategic, financial and operating goals. Work collaboratively and participate in cross-disciplinary teams with colleagues at the foundation or on other additional special assignments, as requested, by the Senior Vice President of Programs or President/CEO.
- Grantmaking Oversight. Manage multiple grantmaking processes and initiatives and oversee a broad portfolio of grants. Review and analyze funding requests. Provide senior staff support to grant review committees. Perform due diligence on prospective grantees, meet with grantees and conduct site visits.
- Grants Administration. Prepare written and oral assessments of grant proposals for EIF senior management, board of directors and grant review committee. Oversee all grants administration: proposal review, write-ups, grant payments, grantee correspondence, etc.
- Donor Services. Provide staff support for one-time, periodic and on-going grantmaking activities related to donor-advised funds and supporting organizations. Work with EIF Finance and Administration to prepare timely updates for donors.
- Grantee Support and Interface. Work with grant seekers to explain EIF priorities, application procedures and feedback on proposals. Provide technical assistance to grantees to strengthen their ability to report results by using effective outcome measures, in order to assist EIF in better assessing the impact of its grants.

Qualifications

The ideal candidate will have five plus years of senior experience in grantmaking with increasing responsibilities and proven effectiveness in working with boards, funders, programs, grant seekers and non-profit organizations. Programmatic depth and expertise in education, arts education, health or the social/human services field is preferred. Additional qualifications include: a track record in and commitment to flexible, innovative approaches to philanthropy; an understanding of the broad spectrum of philanthropy, including trends in giving and key issues for individual and corporate donors; a demonstrated ability to plan and think strategically about program design and implementation; and the ability to assess the

leadership, track record, fiscal health and capacity of a nonprofit organization to lead a proposed program or project. High-energy, entrepreneurial spirit with superior project management and business development aptitude is a must.

- B.A. in education, health, social work, government, non-profit or business discipline is required. Master's degree is desirable.
- Five plus years of senior-level experience in grantmaking with increasing responsibilities and proven effectiveness in working with boards, funders, programs, grant seekers and non-profit organizations. Grantmaking experience in education or arts education is preferred.
- Track record in and commitment to flexible, innovative approaches to philanthropy. An understanding of the broad spectrum of philanthropy, including trends in giving and key issues for individual and corporate donors.
- Demonstrated ability to plan and think strategically about program design and implementation, set realistic goals and objectives, and balance multiple priorities.
- Ability to assess the leadership, track record, fiscal health and capacity of a nonprofit organization to lead a proposed program or project.
- High-energy, entrepreneurial spirit with superior project management and business development aptitude.
- High degree of comfort and experience in managing client outreach initiatives including marketing and customer service.
- Excellent verbal and written communication skills, as well as strong relationship-building capacity.
- A demonstrated ability and interest in working independently and collaboratively in a team environment, covering a wide range of issues and juggling multiple projects and clients simultaneously.
- A dynamic presence; excellent public presentation and meeting facilitation skills; track record of working with highly visible, senior-level partners.

Application Process

The Entertainment Industry Foundation is an equal opportunity employer committed to diversity. Interested applicants should send a cover letter, resume and salary information by **email** to:

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