

Association of Governing Boards of Universities & Colleges (AGB)
Washington, DC

Director, Institutionally Related Foundation Programs

Responsibilities

The Director, Institutionally Related Foundation Programs is responsible for the development and delivery of comprehensive programs and services for the boards of public institutionally related foundations and their CEOs to support their governance responsibilities and fiduciary duties. The Director will work with teams across the association to promote the effective support and engagement of these foundation board members. The Director should emerge as a thought leader on board governance and best practices in the institutionally related foundation space and, as a member of the Programs team, will provide support for major departmental efforts.

The Director will report to the Associate Vice President for Programs.

Duties

- Serve as AGB's primary liaison to public institutionally related foundation boards and chief executives and through a collaborative, team approach across AGB provide the highest level of programs and services to its foundation members and offer an integrated delivery system.
- Design an agenda to support the work of foundation boards and foundation chief executives, including promoting effective and accountable foundation governance, informing ongoing AGB publications and programs, and supporting AGB public policy initiatives related to or that impact institutionally related foundation boards. With direction from the Associate Vice President for Programs, the agenda may include public policy alerts and research on issues critical to public university and college foundations.
- Plan the annual AGB Foundation Leadership Forum, including framing the agenda, recruiting speakers and panelists, managing execution of the program, and developing and managing the Forum's budget.
- Serve as lead staff to the AGB Council of Foundation Leaders, including collaborating with council ambassadors and partners to ensure relevant agendas, expert insights, and high member engagement and satisfaction.
- Seek to understand the challenges and issues facing institutionally related foundation boards and collaborate with colleagues to develop solutions that will assist these governing boards as they adapt to the current fluid higher education environment.
- Inform and support, in cooperation with the Membership Experience and Marketing teams, a membership recruitment strategy for institutionally related foundations with promotional materials to actively engage and recruit current and prospective member foundations.
- Inform and support the Membership Experience department in developing and executing a membership retention strategy for institutionally related

foundations and ensure the highest level of member engagement and experience.

- Inform and support the Managing Director for AGB Consulting in engaging prospective institutionally related foundation board clients and in providing them with relevant consulting services.
- As appropriate, work with AGB's Marketing and Strategic Communications team in promoting foundation related programs and on state and federal policy initiatives and legal decisions that have a direct bearing on institutionally related foundations and their boards.
- Engage institutionally related foundation and institution chief executives and board members, as well as other technical experts, to support institutionally related foundation programs and other AGB research, programs, and special initiatives.
- Plan and execute or provide needed support for other programs, research, and advocacy initiatives for IRFs identified as strategic priorities of AGB.
- Assist the Programs team with other duties, as assigned.

Qualifications

- Experience working with public institutionally related foundations required.
- Familiarity with current issues and challenges facing public higher education and institutionally related foundation boards.
- Entrepreneurial spirit with a desire to innovate new initiatives to meet the needs of institutionally related foundations and their boards.
- Sufficient successful experience managing programs and projects with increasing responsibility; expertise in program development and budgeting.
- Experience working in a higher education association a plus.
- Experience in higher education advancement and staffing boards a plus.
- Advanced degree or under-graduate degree with appropriate experience.
- Excellent interpersonal skills; ability to engage effectively and authentically with diverse constituencies.
- Strong communication skills demonstrated in person, writing, and orally.
- Ability to organize and prioritize multiple tasks with attention to detail.
- Ability to work effectively in a team-oriented environment, remotely and in the office.
- Ability to work well under pressure and meet deadlines.
- Proficient with Microsoft Office Suite.
- Availability to travel.



Please note this position description does not cover or contain a full list of duties or responsibilities that are required of the incumbent in this role. Duties, responsibilities and activities may change at any time with or without notice.

AGB is an equal opportunity employer and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

To apply: External applicants should email letter of interest that includes your experience relative to the position, and your salary requirements, along with resume to employment@agb.org.
No phone calls, please.

AGB offers a competitive salary along with benefits that include medical and dental insurance, generous PTO, retirement plan, and telework options, and many others.