

Position Announcement
(May 5, 2025)

**DIRECTOR, PHILANTHROPIC GOVERNANCE & FOUNDATION
PROGRAMS**

Reports to David Bass, Vice President of Program Strategy & Development

***Pay Grade: 7 / Job Level: Leader 2**

Grade Minimum (\$124,000) Grade Midpoint (\$155,000) Grade Maximum (\$186,000)

**Compensation will be determined based on relevant experience, the annual compensation budget, and the overall pay philosophy and practices of AGB.*

The Association of Governing Boards of Universities and Colleges (AGB) has a career opportunity for a Director of Philanthropic Governance and Foundation Programs.

The Scope

The Director for Philanthropic Governance and Foundation Programs (DPGFP) is responsible for the development and execution of AGB's in-person and online programs for leaders of public college and university foundations and supporting the philanthropic leadership functions of private college and university foundation boards. The role offers a unique opportunity to work with governing board and executive staff leaders focused on raising and stewarding philanthropic support for U.S. higher education.

The DPGFP works as part of a team and in close collaboration with other departments to ensure successful development and delivery of best-in-class programs, including AGB's Foundation Leadership Forum, National Conference on Trusteeship, Board Professionals Conference and Institutes for college and university chief executives and board chairs. The Director contributes to the development of other resources to empower college, university, and foundation boards to advance higher education through philanthropy, fulfill their fiduciary duties, and exemplify the highest ideals of trusteeship.

The incumbent monitors trends in higher education, governance, and philanthropy and maintains effective communication with AGB members—board members, college presidents, other senior administrators—and with leaders in related associations and organizations as appropriate.

The Duties

(The duties and responsibilities listed are only a summary of the typical functions of the job and not an exhaustive or comprehensive list of all possible responsibilities, tasks, and duties. Employees must be able to perform the essential duties of the position with or without reasonable accommodations).

1. Oversee the development and execution of AGB's Foundation Leadership Forum with responsibility for overall program planning, engagement of volunteers, content

design and development, budget management, and collaborative development of program marketing communications, and supervision of program staff.

2. Participate in the planning of and provide strategic support to faculty of AGB's Institute for Foundation Board Leaders and Chief Executives.
3. Support the work of AGB's Council of Foundation Leaders.
4. Oversee the development and execution of virtual events including webinars, online seminars, and peer-group and networking opportunities for AGB members.
5. Work in close collaboration with the Member Solutions, Content, Marketing and Communications teams to ensure strategic alignment across the organization.
6. Identify and develop content addressing philanthropic governance and college and university foundations.
7. Stay current on issues, challenges, and opportunities facing colleges and universities and their boards and institutional leaders; use this information and knowledge to conceptualize new and updated programs and services.
8. Help to identify and execute externally funded strategic initiatives and collaborative opportunities with industry partners.
9. Advance the major initiatives of AGB's strategic plan and help to identify and the association's strategic plan, with special emphasis on new, targeted, and expanded program offerings, including technology-based educational opportunities.

The Requirements

- Bachelor's degree required. Master's or other graduate or professional degree preferred.
- Five or more years of experience in higher education advancement, governance work, or in other professional roles focused on higher education philanthropy. Knowledge of public college and university foundations preferred.
- Excellent project management skills. Experience in conference planning preferred.
- Experience interacting with higher education presidents, executive leaders, and governing board members preferred.
- Strong verbal and written communication skills.
- Strong interpersonal skills and a collegial and collaborative approach to work.
- An entrepreneurial spirit matched by a practical talent for turning ideas into successful projects.
- Travel with advance notice required.

The Organization

At the Association of Governing Boards of Universities and Colleges (AGB), we believe in the power of higher education to transform lives, strengthen inclusive democracy, and support a thriving society. We believe that strong higher education starts with great governing boards. AGB provides advocacy, leading practices, educational resources, expert support, and renowned programs that advance board excellence for 40,000 AGB members from more than 2,000 institutions and foundations. For more than 100 years, AGB has been the trusted authority for board members, chief executives, board professionals, and key administrators on higher education governance and leadership. Learn more at AGB.org.

AGB is a hybrid workplace. Employees are expected to spend a minimum of two (2) days per week in our headquarter office in downtown Washington D.C. Applicants should reside in the District of Columbia, Virginia, or Maryland and within a reasonable commuting distance to downtown Washington D.C.

Equal Opportunity Employer

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.

In compliance with the Americans with Disabilities Act (ADA), the following is provided: The position involves skill in using a computer and/or laptop; oral and written communication skills; skills in proofreading and editing; use of clear and articulate speech; interpersonal relations skills; reasoning and problem solving skills; ability to work in a fast-paced environment; ability to sit for long periods, stoop, bend, reach and carry light materials (up to 10 lbs.); and ability to travel by various methods of transportation (e.g., airplane, car).

AGB and AGB Search employees who meet the qualifications outlined above are encouraged to apply. AGB and AGB Search employees are required to inform your current manager of your intention to apply. Submit a cover letter and recent resume to Larry L. Robertson, SVP, and Chief People officer.

Referrals are welcome and will receive priority consideration. Please advise colleagues in your professional network to send their application materials (resume and cover letter including your name) to:

Larry L. Robertson
SVP, Chief People Officer
LRobertson@agb.org