

OCPM FOUNDATION

EXECUTIVE DIRECTOR JOB DESCRIPTION

Reports To

The Board of Trustees through the Chairman

Job Purpose

To act as Chief Executive Officer of the OCPM Foundation and exercise general executive leadership as guided by the policies and procedures established. Takes a leadership role in the development of the mission, vision, goals, objectives and operational policies, procedures and planning for the Foundation. Provides long-range strategic planning and monitors the day to day administrative needs for the Foundation. Works in collaboration with the Board of Trustees to increase and protect the value of the Foundation's assets. Serves as a highly visible representative for the Foundation, establishing and building valuable relationships.

Description of Duties and Responsibilities

- Closely monitors and maintains appropriate relationships to evaluate the ongoing maintenance and advancement of the podiatric medical education program; the relationship between the Kent State University College of Podiatric Medicine and Kent State University and an awareness of the viability of the podiatric medical education being offered.
- As above, maintains an awareness of the continued compliance of Kent State University with the contractual responsibilities stemming from the Asset Transfer Agreement dated July 1, 2012 between Kent State University and the Ohio College of Podiatric Medicine.
- In conjunction with legal counsel, advises the Foundation Board of Trustees, the KSU CPM Advisory Board, and as necessary and appropriate, Kent State University, of material violations related to the Agreement.
- If ever necessary, serves as the initial focal point to develop a new College of Podiatric Medicine in North East Ohio.
- Formulates the mission and vision for the OCPM Foundation.
- Establishes the goals and objectives for the OCPM Foundation and monitors the achievements of these goals periodically reporting to the Board of Trustees on progress and changes.
- Formulates the necessary policies and procedures for the OCPM Foundation.
- Oversees the preparation of the annual budget and other necessary financial documents in conjunction with the Treasurer and Board of Trustees.
- Closely monitors the Foundation's operations and ensures it is operating within budgetary guidelines.
- Obtains proposals from outside vendors as needed, and oversees the negotiation process related to outside vendor services.
- Ensures that the Foundation has the appropriate systems and technology in place to operate efficiently and effectively.

- Manages and houses comprehensive records for the Foundation including correspondence, policies and procedures, legal agreements, insurance documents, audit reports, income tax reports and investment reports.
- Researches and ensures that adequate resources are used to maintain the Foundation's assets, and identifies new resources as needed.
- Recommends levels of distribution of grant funds from the Foundation.
- Solicits grant proposals as appropriate.
- Evaluates all grant requests with appropriate assistance.
- Advises OCPM Foundation Board of Trustees of all grant requests and related recommendations for funding and related alternatives.
- Assures that the Foundation complies with all Federal, State and other laws related to private foundations and non-profit organizations, including necessary distributions of assets.
- Monitors and reports to the Board of Trustees through the Treasurer on activity and results of investment activity.
- Endowment development fund raising as directed by the Board
- Responsible for knowledge of grant availability and grant writing for the Foundation.
- Monitor the assignments and duties of the Treasurer and Secretary for the Foundation.
- Assists in setting the agenda for each board meeting and each Executive Committee meeting.
- Cultivates a strong partnership with the OCPM Foundation Board members in protecting the assets of the Foundation.
- Attends all board meetings and reports updates, issues, concerns, grant requests and achievements to the Board of Trustees.
- Assists in seeking out highly qualified candidates to serve on the Board of Trustees as necessary.
- Serves as part of the Executive Committee.
- Performs other related duties as assigned by the Chairman of the OCPM Foundation Board.

Qualifications

A strong combination of education and experience that demonstrates the knowledge, skills and ability necessary to perform the described scope of responsibility. Demonstrated success in leadership, financial management, budget and development, and fundraising. Integrity and commitment to promote and foster podiatric education, learning and research. Understanding of the podiatry education philosophy and mission. Specific knowledge of the unique circumstances related to the acquisition of the Ohio College of Podiatric Medicine by Kent State University.

- A Master's or preferably a Doctoral degree in a related field such as financial management, business, non-profit organizational management, etc.
- A minimum of 10 years of non-profit work experience, preferably in a higher education setting. Experience serving on a non-profit board of trustees.