

**Job Title: Executive Director****Position Summary**

Founded in 1998, The Tudor Foundation, Inc. is the charitable giving arm of Tudor Investment Corporation. The Foundation supports community-based nonprofits helping people in need in areas where Tudor has offices, including Stamford, CT, New York City, Palm Beach County and London. Primary giving areas include food and housing, education and youth programming for low-income children, and health and mental health services.

The Tudor Foundation seeks an Executive Director to oversee and administer the day-to-day operations of the Foundation and its charitable giving. The office where the Executive Director will be principally located is at 200 Elm Street, Stamford, CT.

The Executive Director reports to Tudor's General Counsel and the Foundation's Board of Directors. The Executive Director is the primary face of the Foundation and is an important conduit of information about the health and effectiveness of its nonprofit partners, the needs within the communities in which Tudor has offices, and is an expert in good philanthropic practice.

**Major Responsibilities**

- Work collegially, responsibly and responsively with the Foundation's Board and staff to carry out the mission of the Foundation;

**Grant Program**

- Responsible for oversight of up to \$5 million in charitable giving per year;
- Identify community needs and the strongest nonprofit community partners with effective programming in the areas of identified need;
- Attend in-person site visits for grantees based in Fairfield County, Westchester County and New York City and conduct remote site visits for Palm Beach County-based grantees;
- Review and update proposal forms, analyze submitted proposals, prepare written analysis and recommend up to 40 community grants per year in priority giving categories at four to six Board meetings per year;
- Oversee preparation of periodic reports that summarize annual giving and the portfolio of grantees;
- Oversee response to and monitoring of grant inquiries;

**Foundation Management and Board Governance**

- Plan Board meetings, prepare all necessary support material;

- Maintain official records of minutes and governing documents;
- Inform board of non-profit and community issues and identify potential collaborations;
- Prepare meeting materials for Foundation's annual meeting;

### **Community Engagement**

- Participate in various funder networks;
- Maintain relationships with area non-profits;
- Represent the Foundation to other foundations, philanthropic support organizations, and grantees;

### **Coordination with other Tudor Departments**

- Coordinate with HR on employee engagement opportunities and Tudor's charitable match program;
- Serve on Sustainability Working Group;
- Assist in corporate charitable response to humanitarian and other national and international crises;

### **Administration**

- Manage the day-to-day operation of the Foundation including oversight of grant administration and operations and ensure compliance with all Tudor Foundation guidelines and policies;
- Oversee administration of Tudor Foundation's General Support Grant (GSG) program;
- Oversee administration of Tudor Foundation's non-US grants awarded through Charities Aid Foundation America (CAFA);

### **Financial and Legal Compliance**

- Oversee staff in maintenance of grants management and record keeping;
- Work with corporate reporting department on Foundation's cash requirements and finance-related matters;
- Oversee maintenance of accurate grant payment obligations;
- Oversee budgeting, tax filings and maintenance of correct and complete records

### **Qualifications and Skills**

- Significant experience with a grant-making foundation;
- Four-year's bachelor's degree, master's degree preferred;
- Exceptional organizational, communications and interpersonal skills;
- Strategic vision, including an ability to step back from day-to-day activities to view the community's needs, see trends, seek out opportunities;

- Excellent analytic ability, including the ability to summarize complex issues clearly and concisely and to develop and convey cogent recommendations;
- Strong proficiency with data collection, review, financial and programmatic analysis and reporting;
- Ability to accurately assess nonprofit leadership, operational and financial capacity and perform other due diligence;
- Strong research, writing and skills;
- Strength in teamwork and collaborations;
- Personal and professional integrity that will reflect favorably on the Foundation, within Tudor and within our communities.
- Proficient in Microsoft programs, including Word and Excel;
- Knowledge and experience in philanthropy, public policy, and governance;
- Strong work ethic.

### **Salary and Benefits**

100k-200k. Salary will be based on experience, with excellent benefits and an opportunity for a discretionary annual bonus.

Please send resume to [natalia.lopesrosa@tudor.com](mailto:natalia.lopesrosa@tudor.com)