



# San Bruno Community Foundation Executive Director

## Position Description and Candidate Profile

# Executive Director

## Location

San Bruno, CA

## Reports to

Board of Directors

## The Opportunity

Situated in the North Peninsula, between San Francisco and Silicon Valley, San Bruno is a stable, friendly, family-oriented community of approximately 42,000. Diverse in many ways – racially, ethnically, culturally and socioeconomically – San Bruno is known for its attractive neighborhoods, growing economy, and proximity to major regional transportation hubs – including the San Francisco International Airport. San Bruno is a city of abundant parks and open spaces, good schools (including a well-regarded high school district and a leading community college), and many regional amenities that make it a vibrant community – one, like the region in which it sits, that continues to evolve.

Four years ago, on September 9, 2010, a high pressure natural gas pipeline owned and operated by Pacific Gas and Electric Company (PG&E) exploded in one of San Bruno's residential neighborhoods, ultimately destroying 38 homes, killing eight people and injuring 66 more. Since this tragic disaster, San Bruno has become widely recognized for its proactive response to community recovery. In the initial aftermath of the disaster, the City of San Bruno worked with PG&E to establish a \$50 million trust fund to cover the costs associated with response, restoration and recovery from the disaster, which the City would not otherwise have incurred were it not for the explosion. This fund is administered by the City. The City also pursued a restitution settlement from PG&E successfully obtaining a settlement of \$70 million to benefit all of San Bruno.

The settlement agreement called for the City to establish a not-for-profit organization charged with determining the use of the funds and administering them for the long-term benefit of the community as a whole. Consequently, the City Council founded the San Bruno Community Foundation for this purpose and appointed seven community members to the initial Board of Directors. Today, those Board members are initiating the strategic and operational work of the Foundation. Established by the City of San Bruno as a supporting organization, the Foundation will work in coordination and cooperation with the City and other community organizations to identify and meet the interests of the community.

In the initial going, the Foundation will undertake a strategic plan to fully understand its best and most distinct role in the San Bruno community. Years following will see significant contributions to – and engagement with – a dynamic, evolving community that is truly coming into its own.

Learn more about San Bruno Community Foundation at <http://sanbruno.ca.gov/>

## Position Responsibilities

The San Bruno Community Foundation (SBCF) seeks its first Executive Director to provide dynamic and forward-thinking leadership, promoting the fulfillment of SBCF's mission and purpose, all while helping the Board of Directors and the City of San Bruno create a vision for the Foundation and its role in the San Bruno community. The preferred candidate will have appropriate experience and skills to lead, manage, and advance SBCF's initiatives, grantmaking, evaluation and civic engagement to benefit San Bruno in the short-term and over the long term.

The new Executive Director will play a variety of roles. At the beginning of her or his tenure, with the Foundation, the development of an effective and executable strategic plan will be essential; this process will involve the Foundation's Board, the City, and the engagement of the broader community. At the same time, the Executive Director will be developing a collaborative and productive relationship with the Board; establishing the role and identity of the Foundation within the community and the philanthropic sector in the region; developing communications vehicles to engage the community; and, set in place policies, procedures and controls needed in any enterprise. Another key role for the Executive Director will be to work with San Bruno's business leaders to increase their commitment and contributions to the San Bruno community. The Executive Director will manage relationships with investment managers and other consultants, as needed. Over time, the Executive Director will lead the grantmaking, convenings and other activities as the Foundation evolves.

Specifically, the Executive Director's responsibilities will include:

- Working with Board officers and members to provide leadership, information, and support that enhance the governance of SBCF
- Maintaining a close relationship with the City to ensure that efforts are mutually reinforcing
- Balancing creative and visionary thinking with operationally measurable and quantifiable implementation of SBCF's strategy
- Serving as a community leader through advancing SBCF's overall mission and specific agendas in public forums and through building key partnerships, alliances, coalitions, and joint ventures with other influential leaders in business, government, academia, the non-profit sector and elsewhere throughout the region
- Developing marketing and communications efforts to present clearly the role and image of the Foundation to grantees, other funders and the community at large in approachable and contemporary ways
- Ensuring that SBCF sustains the highest level of effectiveness and efficiency through its people as well as through internal controls, budgeting and finance

## Profile of the Successful Candidate

As a new foundation, no task should be too small or large for the right candidate. The Executive Director will be a visionary leader with an entrepreneurial bent; strong strategic management, organizational development, communication, consensus-building, and nonprofit skills will be assets that the successful candidate will present. The new Executive Director could come from a variety of leadership backgrounds; though the successful candidate will have solid experience in the non-profit sector, he or she may also have experience in other fields, such as work in the public or private sectors.

More specifically, San Bruno Community Foundation seeks a seasoned professional who has:

- Significant leadership experience in the foundation, nonprofit, public or private sector
- Successful experience working in a highly visible environment
- Demonstrated success in working with boards and elected officials
- An energetic, entrepreneurial nature that combines intellectual curiosity with analytical skills and political savvy

- Sympathy for communities affected by tragic events, and an appreciation for the lasting impact such events may have on a community's residents and institutions
- Understanding of the role of philanthropy in building community engagement
- Demonstrated successful experience in program development and board relations
- Ability to develop an efficient and effective organizational infrastructure
- An affinity for intellectual leadership, as evidenced by a track record of forward, anticipatory thinking and developing strategy and vision for the future, with a bias toward innovation that brings new ideas to fruition and implementation
- The ability to forge pragmatic solutions in environments characterized by ambiguity and complexity
- A communicative and collaborative approach, demonstrated through strong written and oral skills as well as strong listening skills
- An inclusive, consensus-building leadership style both in and out of the public spotlight that inspires others
- Solid experience in quantifying and measuring the performance of organizations
- Wisdom and prudence in deployment of financial resources
- Strong integrity and a commitment to professional excellence, combined with values that wear well over the long term
- Excellent interpersonal skills; a proven track record of being able to motivate others to convene and to act

In addition, the successful candidate will likely have:

- A strong and broad background demonstrating leadership in the management of dynamic organizations
- A career path demonstrating broad intellectual interests bridging traditional disciplinary and functional boundaries
- Familiarity with applicable public sector and non-profit ethics regulations
- Familiarity with public sector operations; in particular, the open meeting requirements of the Ralph M. Brown Act and the Public Records Act

## Start Timeframe

We seek to have someone in place by early 2015.

## Compensation

San Bruno Community Foundation offers a competitive salary, commensurate with experience, along with an appropriate benefits package.

## To Apply

All applications are held in strict confidence. Please submit your credentials and a letter of interest via email to The 360 Group at:

SBCF@the360group.us

Applications should be directed to the attention of Vincent Robinson, Managing Partner. No calls, please. To be considered, The 360 Group must receive applications no later than 5:00pm Pacific time on **Wednesday, October 29, 2014**.

*At The 360 Group, we know that a richly diverse mix of professionals makes organizations more effective. As such, we make all forms of diversity a hallmark of all our work, including search engagements.*