

THE CHARLOTTE W. NEWCOMBE FOUNDATION

Seeking the next Executive Director for the Foundation

Background:

For more than 35 years, the Charlotte W. Newcombe Foundation, an independent foundation based in Princeton New Jersey, has provided grants to universities, colleges, and one major foundation partner that provide scholarships and fellowships in higher education. In her will, Mrs. Newcombe charged five Trustees with creating a foundation that would continue her lifelong interest in supporting students pursuing degrees in higher education. The Foundation was funded with approximately \$16 million and since 1981 has awarded grants for scholarships and fellowships in higher education totaling \$63.3 million. During 2015-16, forty-three colleges and universities and one foundation have received grants totaling \$2.3 million, supported by the Foundation's approximately \$45 million current endowment.

Charlotte W. Newcombe greatly valued higher education; during her lifetime she sent the children of several friends to college, taking a vigorous interest in their progress. In her will, she established the Charlotte W. Newcombe Foundation to continue her scholarship gifts. Her legacy continues under the stewardship of the Foundation's Trustees.

The Newcombe Foundation has been honored by the 2015 Robert P. Casey Medal for Commitment to Independent Higher Education by the Association of Independent Colleges and Universities of Pennsylvania, by the 2011 Visionary Award from the United Spinal Association and Temple University's Disability Resources and Services, by the 2010 James L. Fisher Award from the Council for Advancement and Support of Education (CASE) for distinguished service to education, and as 2009 Outstanding Foundation of the Year by the Greater Philadelphia Chapter of the Association of Fundraising Professionals.

Foundation initiatives include:

- Scholarships for mature women over age 25 who have completed at least 60 credits towards a bachelor's degree and have financial need
- Scholarships for students with disabilities that have financial need
- Newcombe-endowed scholarship funds at sixty-two colleges and universities
- Graduate fellowships in the humanities and social sciences for students in the final stages of doctoral study whose work offers significant potential for advancing academic scholarship related to ethics and/or religion. The Woodrow Wilson National Fellowship Foundation administers this program.

The Opportunity:

As the Foundation's current Executive Director is retiring at the end of 2016, the Trustees seek to identify the Foundation's next full-time Executive Director. The Trustees value the history, traditions, and professional relationships forged over the years by Foundation leadership and are seeking a new leader who will maintain and build upon this treasured history and these relationships. Our primary geographic focus of the Foundation will remain the Mid-Atlantic States, allowing the Foundation to nurture mutually beneficial relationships with appropriate professionals at funded institutions.

The full-time Executive Director reports to the Foundation's five Trustees and has overall responsibility for the operation and representation of the Foundation, working with a small staff. Duties include advancing the Foundation's mission, making recommendations to the Board, implementing policies, overseeing grant and investment disbursements, developing and managing administrative systems, representing the Foundation to academic institutions and the broader community, and serving as staff to the Trustees. The Executive Director oversees an annual operating budget and recommends and distributes over \$2 million in annual grants.

Responsibilities include:

- Exercising responsibility, delegated by the Trustees, for all aspects of the Foundation's administration, including supervising other staff, meeting technology needs, and managing the building owned by the Foundation
- Providing leadership and direction for grant programs and administrative operations; overseeing, prioritizing, and evaluating the work of other staff members
- Serving as the principal representative of the Foundation in interactions with all funded and inquiring organizations, consultants, investment managers, major vendors and other interested parties
- Providing schedules, agendas, minutes, and other logistics for Trustee meetings (normally five per year)
- Preparing recommendations for approval by the Trustees regarding budgets, grants, policies, goals, staffing and major expenditures
- Implementing investment transactions approved by the Trustees
- Intelligent use of technology in support of the Foundation's work, including social media and evolving technologies as appropriate
- Preparing operational updates and analytic reports for the Trustees related to the Foundation's programs, finances, and other matters as appropriate
- Assuring that the Foundation website and data bases are maintained and updated.

The Qualified Candidate:

The Charlotte W. Newcombe Foundation seeks a confident, pragmatic, responsive, person with exceptional communication and relationship building skills. Candidates with a variety of credentials and experiences will be considered. Each applicant is encouraged to explain, in a cover letter, why she or he is well prepared to undertake the challenges of such a position.

Among the essential characteristics are:

- A passion and caring for the mission and purposes of the Charlotte W. Newcombe Foundation
- Professional, highly effective written, verbal and presentational communication skills, including the ability to capture program data and articulate it effectively, qualitatively as well as quantitatively
- Strong interpersonal skills, with the ability to build and maintain institutional partnerships through interactions with professionals and students, and to interact effectively with the Trustees of the Foundation
- Interest in and ability to sustain, and examine and enhance over time, the Foundation's charitable giving programs
- A bachelor's degree is required; an advanced degree is preferred.

Among the other factors that will be considered are:

- The extent and success of the candidate's experience in:
 - management-level and leadership positions
 - operational and financial oversight
 - strategic planning
 - organizational development
 - nonprofit governance
 - higher education and/or philanthropy
- The extent of the candidate's technological understanding of, and experience with, computer software programs and systems, including the ability to sustain and improve over time the Foundation's internet presence
- Interest in and ability to explore and develop additional financial resources to enhance the Foundation's work, while honoring the rich history and work of the Foundation

Salary and Benefits:

The current annual budget for Executive Director salary and benefits (inclusive) is \$135,000 - \$150,000. Compensation package details are negotiable based on experience and individual priorities.

Application Process:

To apply please submit your resume and cover letter to:
newcombesearch@supportcenteronline.org

Please be sure to include a cover letter with the following information:

- Description of your interest in the position
- Description of how your qualifications and experience match the Foundation's interests.
- How you learned of the position
- Salary requirements

Only electronic submissions will be considered. Submission deadline is July 1, 2016.

All applications will be treated as confidential.

The search is being facilitated by Don Crocker, Senior Fellow through the Executive Search & Transition Management division of the Support Center/Partnership in Philanthropy. Questions may be addressed to Don Crocker at
dcrocker@supportcenteronline.org

The Support Center/Partnership in Philanthropy is a Management Support Organization serving nonprofit and philanthropic organizations. For more information please visit:
www.supportcenteronline.org

The Charlotte W. Newcombe Foundation:
<http://www.newcombefoundation.org/>

The Charlotte W. Newcombe Foundation is an Equal Opportunity Employer and actively seeks a diverse pool of candidates.