



The Sapelo Foundation

Executive Director

Georgia

The Sapelo Foundation, a family foundation dedicated to a more just Georgia through a variety of partnerships and strategies, is seeking a full-time Executive Director to lead our work in collaboration with an 11-member board composed of family and community Trustees. The successful candidate will share the progressive values of the Foundation and have experience in and commitment to social justice, environmental responsibility, and civic engagement in the Southeast.

About The Sapelo Foundation

The Foundation is guided by a pledge to systemic change through power-building policy advocacy, civic engagement, and grassroots community organizing. We seek to break down silos to unite interconnected agendas, and to strengthen the networks and capacities of our grantee partners. (See www.sapelofoundation.org, “A Part of this Earth: The Story of the Sapelo Foundation—Three Generations of Progressive Family Philanthropy in Georgia.”)

Through our grant-making and program-related investments, the Foundation promotes progressive social change and environmental justice. Our goal is to increase environmental protection, social prosperity, and civic power throughout the state of Georgia. The Foundation invests in an agenda that seeks to enable all Georgians – especially marginalized communities, communities of color, and rural communities – to live in a healthy environment, to have access to the resources they need to thrive, and to engage in a prosperous democracy.

The Sapelo Foundation is looking for a talented Executive Director with a broad understanding of Georgia and the Southeast, including a commitment to dismantling oppressive systems through the lens of social and environmental justice. The Executive Director will work in close partnership with the Trustees who have a long-standing commitment to increase environmental protection, social prosperity, and civic power.

Job Responsibilities

The Executive Director position offers an exciting leadership opportunity for a dynamic, hard working, creative individual.

Strategic Leadership

- Implements and develops the strategic plan in close collaboration with the Board.
- Acts as spokesperson for the Foundation.
- Organizes and supports all Board committees and bi-annual meetings.

Financial and Accounting Management

- Implements the investment decisions of the Board; works with investment advisors in managing the portfolio, which includes mission aligned investing and Program-Related Investments (PRIs).

- Responsible for the Foundation’s financial records and assists with the annual auditing process in consultation with our independent certified public accountant.
- Develops annual operational and grantmaking budgets for Board approval.

Grants and Operational Management

- Plans, directs, implements and evaluates the operations of the Foundation.
- Directs the Administration and Grants Manager, interns, and consultants, including human resource matters.
- Collaborates with current and potential grantees to advance the Foundation’s mission.

Qualifications Include:

- Seven or more years of professional leadership and management experience in a philanthropic or other nonprofit organization.
- BA/BS degree or its equivalent.
- Outstanding interpersonal and communication skills, oral and written, including excellent presentation skills and the experience and ability to thoughtfully interact with diverse constituents.
- A deep understanding of Georgia, or the Southeast with some knowledge of Georgia.
- Commitment to race and gender equity, and respect for the dignity and abilities of all people.
- Demonstrated experience building collaborations among a range of partners.
- Robust understanding of public policy and political processes, and role of philanthropy.
- Self-awareness of, and an ongoing commitment to, increasing understanding of one's own identities, communications, and prejudices in order to grow as a leader and to affect change across the state of Georgia.
- Collegial decision-making along with flexibility and good humor.
- Intellectual curiosity and creative problem-solving.
- Technology savvy, capable of learning and leveraging new tools.
- Ability to travel.

Compensation, Culture, and Location

The target salary range for this position is \$140,000 to \$160,000, commensurate with experience. The Foundation offers generous benefits, including retirement contributions, vacation, and health insurance.

Today the Foundation’s staff is a team of two—an Interim Executive Director and an Administration and Grants Manager—who work together in a mutually respectful environment to implement the organization’s agenda. Our Savannah office is open several days a week, and staff also work remotely and throughout Georgia.

We welcome candidates of all backgrounds, identities, and lived experiences to apply for this opportunity.

This position description is based upon materials provided by the Sapelo Foundation, an equal opportunity employer that does not discriminate on the basis of national origin, race, religious belief, gender, gender identity or expression, sexual orientation or disability in admission or access to or employment in, its programs and activities.

To apply to this position, please click [HERE](#).

Sherry Ettleson, Principal

Shaquile Coonce, Talent Consultant