

# **Managing Director, Programs and Operations**

**Deutsch Foundation**

**Santa Monica, CA and Hybrid**

**Salary: \$180,000 - \$220,000**

## BACKGROUND

### The Organization

The Deutsch Foundation (formerly known as the Carl and Roberta Deutsch Foundation), established in 1997, is a private grantmaking family foundation that dedicates its resources to improving the health, wellness, and outcomes for children, youth, and families of Los Angeles County. The Deutsch Foundation uses a trust-based philanthropy approach to work with non-profit organizations as a funder and partner to achieve a “2+2=5” outcome, with the sum result greater than the parts.

### The Position

The Managing Director, Programs and Operations (Managing Director) is an experienced leader with deep knowledge and experience in non-profits or grantmaking. This individual will play a critical leadership role in overseeing the Foundation’s programmatic and operational activities, ensuring the Deutsch Foundation continues to drive meaningful impact while fostering a culture of collaboration, innovation, and trust-based philanthropy.

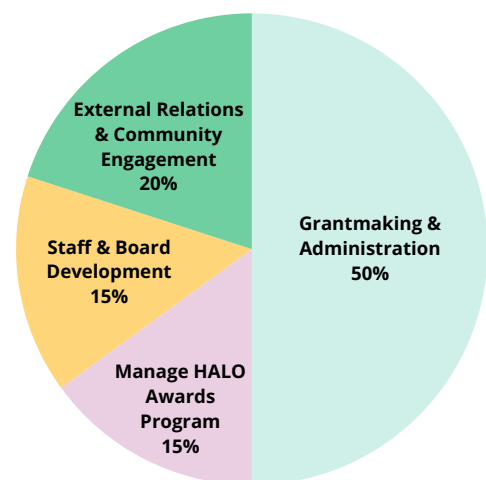
The Managing Director reports to the Foundation’s Senior Advisor and works closely with Trustees, staff, and key partners to advance the Foundation’s mission and work via four main areas of impact: education, humanitarian services, capacity building, and legacy grants. The Managing Director should bring a learning mindset and be a strong team player, excited to embrace the Foundation’s collaborative style of work and decision-making.

This position requires a strategic thinker who is both detail-oriented and able to see the big picture, as well as a leader who is confident in their expertise, while curious and committed to learning alongside Trustees, grantees and partners.

## ROLE OVERVIEW

### Grantmaking and Administration

- Oversee grantmaking to advance the Foundation’s impact-driven, trust-based approach
- Identify and develop new funding opportunities through grantee prospecting and relationship cultivation
- Review and analyze funding applications, present proposal summaries for approval, and make grantmaking recommendations
- Develop and manage grantmaking expenditure projections and financial oversight related to grants
- Organize site visits and convenings to strengthen the relationship between the Deutsch Foundation and grantees



**Grantmaking and Administration (cont.)**

- Support event planning and ensure smooth execution of key Foundation initiatives
- Assess and refine the Foundation’s grant management systems and processes
- Oversee grant processing, agreements, and payments
- Manage grants database and reporting systems to ensure streamlined operations
- Provide oversight of IT systems and operational tools including database, website, and communications tools

**Manage HALO Awards Program**

- Read and score HALO Award applications
- Provide oversight of the Selection Committee including selection of Committee members, convening, and decision-making
- Work with staff and Board to organize the February HALO Award Luncheon
- Manage the Capacity Building Program for current participants, providing oversight to Blue Garnet
- Expand HALO’s reach and impact, exploring new ways to support non-profit volunteer programs

**Staff and Board Management and Development**

- Provide day-to-day management, coaching, and professional development for staff
- Support employees' learning and professional growth, fostering a high-functioning team and ensuring collaboration in a hybrid work environment
- Support and engage the Foundation Trustees, preparing agendas for the weekly Trustee meetings and facilitating discussions with key content experts

**External Relations and Community Engagement**

- Represent the Foundation in the philanthropic, non-profit, and funding communities
- Build and maintain strong relationships with grantees, non-profit leaders, funder collaboratives, and consultants
- Attend and represent the Foundation at grantee events, conferences, and with external stakeholders
- Identify and cultivate partnerships that align with the Foundation’s vision, goals, and impact priorities

Grantmaking (2023)	Finances	Direct Reports
Grantmaking: ~\$9M  Grantees: 96 HALO Award Grantees: 6	Assets: \$180M Operational budget: \$1.2M	2  Program Officer Administrative Assistant

# THE IDEAL CANDIDATE

The ideal candidate for the Managing Director, Programs and Operations position possesses the following competencies:

<b>Values Differences</b> Able to expand one's perspective, actively listen to and incorporate diverse viewpoints, and embrace inclusivity.	<b>Communicates Effectively</b> Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.	<b>Financial Acumen</b> Interpreting and applying understanding of key financial indicators to make better decisions.
<b>Ensures Accountability</b> Holding self and others accountable to meet commitments.	<b>Instills Trust</b> Gaining the confidence and trust of others through honesty, integrity, and authenticity.	<b>Collaborates</b> Building partnerships and working collaboratively with others to meet shared objectives.

## Additional Qualifications

- Bachelor's degree required, strong work experience and Master's degree or equivalent preferred
- 5-10 years leadership experience as a philanthropic program officer or equivalent program experience and leadership
- Very strong writer, synthesizer of information
- Strong analytical skills
- Working knowledge of finance, ability to read and interpret balance sheet/income statement
- Demonstrated ability to build strong, trusting relationships across diverse stakeholder groups
- Confident and assertive while also humble, open-minded, and able to think outside the box
- Ability to tell a story and develop strong, clear opinions and communicate them convincingly
- A diplomatic consensus builder
- Comfortable rolling sleeves up to increase the impact of a small team
- Already established relationships in Los Angeles area nonprofit space preferred

## WHO WE ARE

### Work Environment

The Deutsch Foundation is a hybrid work environment with offices located in Santa Monica, CA. Currently, employees are in the office 2 days per week. There will be other on-site events required in the community on a regular basis.

## COMPENSATION AND BENEFITS

### Salary

\$180,000 - \$220,000

### Benefits

- Health insurance offered through California Choice
- Retirement plan
- Paid parking
- Increasing PTO corresponding with tenure
- Professional development opportunities

## TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us by the end of April.

**Jennifer Fleischer**  
Principal  
[jfleischer@drgtalent.com](mailto:jfleischer@drgtalent.com)

**Jess Black**  
Senior Talent Consultant  
[jblack@drgtalent.com](mailto:jblack@drgtalent.com)

[Submit an application](#)