

THE MARION I. & HENRY J. KNOTT FOUNDATION

Executive Director Position Announcement

About the Knott Foundation:

The Marion I. & Henry J. Knott Foundation is a Catholic family foundation committed to honoring our founders' legacy of generosity to strengthen the Maryland community. Henry and Marion Knott were incredibly dedicated to their faith, their family, and their desire to serve those in need. In 1977, they started the Foundation as a vehicle to strengthen communities within the Archdiocese of Baltimore, which includes Baltimore City and nine surrounding counties in central and western Maryland.

Mr. and Mrs. Knott wanted their resources poured back into the very communities where their wealth was accumulated. Mr. Knott began his career as a bricklayer, and then became a real estate developer. Always forward thinking, they hoped that the charitable work they established would forever bring their large family together with a common purpose for generations to come.



Today, the Knott Foundation continues as a family-run philanthropic venture that strives to strengthen communities in central and western Maryland while preserving our Catholic values and the Knott legacy of giving. Since its inception, the Foundation has awarded more than \$70 million in grants to the community. Over the past 12 years, the Foundation has made substantial progress in amplifying the donor intent of Mr. and Mrs. Knott and their vision to involve multiple generations of Knott family members in our mission and work.

More than 30 Knott family members spanning three generations serve on the board and help guide our charitable giving. New family trustees undergo a one-year formal training program before joining the board, and all trustees work with the staff to cultivate regular exposure to and knowledge of the community's needs to help inform our grantmaking decisions.

Robust family engagement in the philanthropic mission of the Foundation and outreach to the next generation of community leaders is seen as an opportunity to ensure the continuity of our vision, values, and purpose. Notably, nearly 25% of the board is currently under age forty.

The Knott Foundation is a national leader in multi-generational family philanthropy, governance practices, and cost-effective administration. We are held in high regard by our grantees, the nonprofit sector, the Archdiocese of Baltimore, and corporate, government, and community leaders. We are also viewed as a leading foundation by our peers and frequently serve as a primary investor in various initiatives. We maintain an annual grantmaking budget of approximately \$2.5 million and are most

often recognized for our support of Catholic education, youth empowerment and other education programs, health care, human services, and the Catholic Church.

In addition to a large family board, the Foundation has a small, efficient, and highly effective staff working with a team of outside advisors who provide content expertise in finance, investing, communications, technology, philanthropic objectives, and the law. Both staff and advisors are known for loyalty and long tenure in their roles. The Foundation operates out of our own building in a quiet North Baltimore neighborhood.

About the Executive Director Position:

The Marion I. & Henry J. Knott Foundation is seeking an Executive Director who will be responsible for managing the Foundation's operations in accordance with its bylaws, policies, strategic plan, donor intent values, and other documented guidelines, and for the continuous evaluation of its effectiveness as an organization.

This includes a proactive approach to evaluating the Foundation's progress towards fulfilling its objectives to further Roman Catholic activities and other charitable activities, as well as to foster family unity. To this end the Executive Director is also responsible for:

- Planning and executing foundation projects and programs;
- Guiding the strategic direction of the organization;
- Communicating with grantees and trustees; and
- Overseeing the Foundation's resources, both human and financial.

The Executive Director will work closely with the President, Executive Committee, trustees, and staff to incorporate findings from evaluation and research into the ongoing work of the Foundation and the development of future initiatives and trustees.

Qualifications:

We are seeking a professional who has proven experience and a documented track record of successfully accomplishing results as described below. The ideal candidate will possess the skills to:

- Build trusting relationships with the people we work with (staff, board, grantees, content experts, peers);
- Obtain, review, and balance feedback from multiple perspectives to assist in developing strategic pathways forward for the Foundation and community;
- Be a big picture thinker while simultaneously paying close attention to the details;
- Maintain the highest level of confidentiality and discretion;
- Understand and have respect for the Catholic faith as well as all other program areas the Foundation supports; and
- Share our values that inform and inspire the work we do.

Primary Responsibilities:

General Operations

The Executive Director shall, in coordination with the President and Executive Committee:

- Supervise and coordinate the management of the assets, resources, and finances of the Foundation including leased space and the investment of Foundation funds, in conjunction with the Investment/Finance Committee and financial management consultants;
- Prepare and monitor performance against the annual budget;
- Design and administer the office, financial accounting, and other systems or processes desirable to carry out the operations of the Foundation in a manner that utilizes the best available technology;
- Ensure compliance with local, state, and federal laws in conjunction with retained counsel, auditors and accountants including the filing of all tax and other forms necessary to maintain the Foundation's good standing as a charitable organization under state and federal law and to preserve its tax status;
- Coordinate the operation of all board committees and ensure each committee is properly supported by a staff member;
- Develop and oversee strategic initiatives, programs, and special projects;
- Oversee the implementation of the strategic plan;
- Recruit, supervise, and delegate appropriate tasks to staff and advisors to support the daily management of the Foundation; and
- Undertake other such duties as the President or Executive Committee may assign.

Board Development

The Executive Director shall, in coordination with the Governance Committee:

- Prepare and execute a one-year training program for new trustees;
- Support the recruitment of eligible family members for trusteeship;
- Maintain, publish and keep current a reference manual of the Foundation's Charter, bylaws, policies and procedures for distribution to and use by all trustees;
- Cultivate regular exposure to and knowledge of the community's needs and promising programs that effectively meet them;
- Provide frequent opportunities for trustees to contribute ideas and stories to the family newsletter; and
- Encourage and support trustees' participation in nonprofit organizations, industry events, volunteer opportunities, and workshops/seminars outside of the established site visit structure.

Grant Management and Program Support

The Executive Director shall, in coordination with the Grant Screening Committee, Joint Grant Committee, and Grant Selection Committees:

- Coordinate all grantmaking activity through which the Foundation elects to achieve its defined objectives;
- Meet with grantees and other agencies that fit the Knott Foundation's funding guidelines to further develop internal knowledge of programs of interest and/or assist them with their applications;
- Understand and communicate the impact of our grantmaking on grantee organizations, their mission, and the communities they serve;

- Ensure the terms and conditions of all grant agreements are in compliance with the resolutions of the board and foundation policy; and
- Ensure grantees execute their funded programs in accordance with the grant agreement.

Strategic Communication

The Executive Director shall, in coordination with the President:

- Develop and maintain appropriate relationships and communication channels with board members, applicants, grantees, fellow grantmakers, and others with whom it is necessary or desirable for the Foundation to relate and communicate;
- Communicate the Foundation's overall impact utilizing the Foundation's electronic grants system and other sources of information to develop compelling stories of the Foundation's work and results; and
- Represent the Foundation at professional grantmaking meetings/conferences or other relevant nonprofit community events.

Knowledge & Skills:

The ideal candidate will have the following skill set:

- Nonprofit leadership experience as an executive director, CEO, active board member, or equivalent executive experience in corporate, government, or professional leadership;
- Experience managing staff and stakeholders;
- Knowledge of the Maryland nonprofit community as well as issues and trends in family philanthropy;
- Familiarity with parliamentary procedure; and
- A graduate or advanced degree considered a plus.

Compensation & Benefits:

A competitive salary will be provided commensurate with experience and industry norms. Foundation team members also enjoy a strong benefits package that includes health, dental, life and disability insurance; 403(b) retirement account with matching provision; vacation, sick, personal leave and holidays; tuition reimbursement; and an annual matching/discretionary grant allocation. The Knott Foundation is an equal opportunity employer.

How to Apply:

If you are interested in applying for this position, please submit your resume and a cover letter to:

Executive Director Search Committee
The Marion I. & Henry J. Knott Foundation
Via Confidential Email: searchcommittee@knottfoundation.org

All submissions will be held in strict confidence. No reference checks will be undertaken without prior written approval of the candidate. Consideration of applications will begin promptly.