

**POSITION DESCRIPTION
AND
IDEAL CANDIDATE SPECIFICATION**

President and CEO,
Mary E. Bivins Foundation
Amarillo, TX

The Mary E. Bivins Foundation, founded in 1949, is committed to improving and enriching the quality of life in the 26 counties of the Texas Panhandle through:

- providing eldercare programs and services;
- educating students to become Christian ministers;
- providing grants to worthy charitable undertakings; and
- serving as a catalyst and sharing resources with partners addressing critical community needs.

It has worked toward those initiatives by providing therapy, nursing, and wellness services (Bivins Pointe) and low income senior housing (Bivins Village I and II) for the elderly; scholarships to college and graduate students in pulpit ministry studies; and grants to Panhandle charitable organizations. Its role as catalyst and resource sharer is currently developing with a focus on seniors' food needs and analyzing existing services across the Panhandle (in coordination with the Amarillo Area Foundation and Baptist Community Services).

The Foundation's tradition of excellence is based on a commitment to quality services, collaboration, strategic engagement, accountability, integrity, and performance.

With an investment fund of \$75+ million and total assets of \$119+ million, the Foundation has an operating budget of \$13 million, and 100+ employees at three locations (Bivins Pointe, with 75 employees and a \$7.25 million operating budget, accounts for more than half of this). An annual grant and scholarship budget of \$1.3 million has supported awards benefitting the 26 Panhandle counties with almost \$750,000 awarded annually in grants over the last three years supporting 54 different organizations. Scholarships were awarded for study at 19 institutions located across the country.

The challenge: the Foundation has been going through a multi-year transition, and its Board is involved in an ongoing process of evaluating its mission, goals, programs and services. Having completed some major changes, including closing its longtime nursing home operation (Bivins Memorial), the Board is prepared to look ahead to fulfilling its mission in innovative ways as well as strengthening its finances to enable those efforts. The new President will be a leader with experience in change management who can assist the Board in this significant decision-making process and manage the organization effectively toward its future.

Position summary

The President serves as the Chief Executive Officer of the Foundation, and is responsible for its management, operations, programs, services, and external relations.

Relationships

The President reports to the Board of Directors through its Chairman. The nine-member Board includes two representatives appointed by the Bivins Trustees, two representatives of the church of which Mrs. Bivins was a founding member, and five community representatives (also approved by the church).

Direct reports to the President are:

- Chief Financial Officer
- Senior Health & Wellness Services Administrator
- General Manager – Culinary Center (shared report with Food Service Partners)
- Grants & Scholarship Program Officer

The President also serves as the Foundation's primary liaison with its outside service providers (legal, accounting, audit, etc.) and with its accrediting agencies.

Position priorities (to be addressed during the first six months)

- Evaluate the Foundation's progress toward making its operations more financially efficient and less dependent on subsidy.
- Work with the Board in considering the mission focus on seniors; consider a higher priority on programs and services for seniors in its grantmaking.

Primary responsibilities

- Serve as the Chief Executive Officer for the Foundation.
- Working with the Board, design a strategic plan for the Foundation's operations, programs, and services, and then prepare and implement the business plan to execute it.
- Identify, recommend to the Board, and implement any necessary changes in the role and scope of the Foundation.

- Lead the development, management, and evaluation of initiatives; ensure that high-quality, affordable, accessible, and financially sound services are offered.
- Provide leadership and vision to Board and staff; enhance and support a mission-driven culture.
- Oversee grantmaking in accordance with Board-approved guidelines.
- Provide oversight and management of all aspects of the Foundation's financial management, including budget and investments, and ensure its financial sustainability, stability, and compliance with federal and state requirements.
- Recruit, train, and retain top-quality employees committed to the mission; manage them effectively, providing the support and resources they need.
- Develop and maintain strong working relationships, partnerships, and coalitions with other organizations and community leaders to accomplish shared goals, leverage investment and broaden impact.
- Ensure that the Foundation is in compliance with all local, state, and federal laws and regulations, and keep the Board and staff informed of developments in these areas.
- Serve as the Board-designated spokesperson for the Foundation; develop and maintain external relationships with other organizations, locally, statewide, and nationally, and with the public.

Ideal experience

- **Education:** a bachelor's degree is required, and graduate work and /or certification in a relevant area (business, healthcare, social work, etc.) is preferred.
- **Work experience:** at least 10 years of experience, with five years of upper level management responsibility managing comparable budget, staff, and operations; experience with senior/eldercare organizations is preferred, and background with nonprofit organizations, including experience in working with a strong governing board, is desirable.
- Strong operations experience is a plus, and proven fiscal management skills are required.
- Excellent communication and interpersonal skills are essential.
- Successful track record in developing effective collaborations with partner organizations is highly desirable.

The ideal candidate will also have some combination of the following:

- Experience in managing/evaluating healthcare operations, and working knowledge of relevant accreditation processes, relevant oversight, and statutory/regulatory requirements.
- Understanding of/commitment to eldercare.
- Knowledge of grantmaking organizations and effective practices.
- Substantial financial management oversight experience.
- Mission-driven change management experience

Ideal personal profile

- A service-oriented leader who appreciates the history and mission of the Foundation as well as the opportunity to strengthen its ability to deliver on community needs.
- An individual who understands and embraces the special characteristics of the Texas Panhandle, its communities, and its residents.
- A leader who can develop and implement a vision and plan for the future, and who can motivate others both inside and outside the organization in support of its mission.
- An executive who is a good listener and a strong team builder.
- A skilled communicator with a passionate personal commitment who can be an articulate spokesperson for the Foundation's mission and programs.
- An outstanding individual with the ethics, values, integrity, and leadership ability to represent the Mary E. Bivins Foundation effectively in the Panhandle, in Texas, and nationally, building recognition of its name, stature, and contributions.

For more information contact:

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