

Z. Smith Reynolds

F O U N D A T I O N

An Invitation to Apply for the Position of

Executive Director

Z. Smith Reynolds Foundation

Winston-Salem, North Carolina

Improving the quality of life for all North Carolinians

Opportunity Summary

After eight years of exemplary leadership to the Z. Smith Reynolds Foundation and a career of distinguished contributions to North Carolina, Executive Director Leslie Winner will retire in the first quarter of 2016. The Foundation is currently seeking a strategically sophisticated, well-respected, knowledgeable leader to serve as its next director. She or he will be an engaged, inspiring, and forward-thinking leader for change with a commitment to ZSR's vision, mission, and core values.

Committed to improving the quality of life for all North Carolinians, the Z. Smith Reynolds Foundation (ZSR) is a 79-year-old private Foundation based in Winston-Salem, NC. ZSR invests in statewide, regional and community-based nonprofit organizations that are dedicated to building an equitable, sustainable and vibrant State. The organizations and efforts that ZSR supports both work to build healthy and robust communities at the local and regional levels and engage in education, civic dialogue, and advocacy around issues of importance to the people and communities of North Carolina. The Foundation has a rich history of supporting organizations working to bring about policy and social change.



Over the past decade, North Carolina has experienced tremendous demographic, economic, political, technological and social shifts in its landscape. ZSR's next executive director will work with a proactive Board of Trustees and an exceptionally dedicated staff to address the ever-changing challenges and opportunities facing the State. This is an exciting prospect for a seasoned, skillful, collaborative leader to contribute to the future of North Carolina and her people.

The Foundation's Board of Trustees is responsible for selecting its next executive director. To assist in that process, the Board has retained Isaacson, Miller, a national executive search firm. As indicated at the end of this document, inquiries, nominations, and applications should be directed in confidence to that firm.

History, Mission and Vision

Established in 1936 by the siblings of Zachary Smith Reynolds, the youngest child of R.J. Reynolds, the Foundation accomplishes its work by collaborating with the nonprofit sector, governmental entities and the business community to create opportunities for impactful changes that enhance equity, and creates inclusiveness and opportunity for the people of North Carolina and the communities in which they live.

The Foundation makes grants from the proceeds from two separate trusts that have a combined value of around \$446 million dollars. Over the course of its history, ZSR has made grants in excess of \$518 million in all 100 counties to carry out its mission. The vision of the Foundation guides its grantmaking and reflects its core values, which are:

- To promote social, economic, and environmental justice;
- To strengthen democracy through an educated and informed populace;
- To encourage innovation and excellence in a dynamic nonprofit sector;
- To support progressive public policy and social change;
- To foster cooperation and respect among all racial, ethnic, and socio-economic groups;
- To build strong, vibrant, economically sound, and peaceful communities;
- To ensure that each child has access to an education that will prepare the child to be successful in life.



The Foundation's grantmaking policies reflect the belief that organizational performance is greatly enhanced when people with different backgrounds and perspectives are engaged in an organization's activities and decision-making process. This principle is a lens through which all of the work of the Foundation is viewed. The Foundation actively seeks to promote access, equity, and inclusiveness, and to discourage discrimination based on race, creed, ethnicity, gender, age, sexual orientation, socio-economic status, and other factors that deny the essential humanity of all people. The Foundation encourages all grantees to view their work with a racial equity lens.

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Governance

The Foundation is governed by a 13-member Board of Trustees, currently composed of seven members of the extended Reynolds family, one of whom traditionally serves as President of the Board, and six non-family members. With guidance from the executive director and staff, the Board of Trustees makes all grantmaking decisions for the Foundation. ZSR Trustees are highly involved and bring extensive North Carolina knowledge and experience. The new executive director will have the support of a Board of Trustees that is deeply committed and knowledgeable.



In 2012, the Foundation selected a diverse group of leaders who have their fingers on the pulse of the State to a three-year term as ZSR's inaugural Community Leadership Council (CLC). The CLC is charged with providing information and counsel to ZSR staff and Trustees. The CLC engages with the Foundation in a process of mutually enhanced understanding of the pressing issues affecting the State and partners with the Foundation in various ways to better inform the Foundation's grantmaking and extend its reach.



Current Focus Areas and Other ZSR Programs



The Z. Smith Reynolds Foundation currently focuses on five program areas:

- Community Economic Development
- Environment
- Public Education
- Social Justice and Equity
- Strengthening Democracy

The Foundation also offers other programs to help strengthen the sector, both for seasoned nonprofit leaders and the next generation of nonprofit leaders:

Sabbatical Program – For 25 years, ZSR has honored North Carolina’s nonprofit leaders for their dedicated service and commitment by awarding up to five individuals with sabbaticals of three to six months.

ZSR Fellowship Program – Every year, the Foundation offers one, two-year paid fellowship to an individual (preference is given to a recent college or university graduate) who demonstrates an interest in philanthropy, public policy, community service or the nonprofit sector.



ZSR Summer Internship Program – ZSR offers an eight-week paid summer internship to an undergraduate or graduate student interested in philanthropy, public policy, community service, or the nonprofit sector.

Non-Profit Internship Program – The Foundation awards up to twenty students financially eligible to receive Pell Grants for an eight-week paid summer internship with grantee organizations that align with ZSR’s five focus areas.

For more information about each of these programs, visit www.zsr.org.

Challenges and Opportunities Moving Forward



The next executive director will be expected to evaluate and recognize the value in the Foundation's current activities and lead the staff and Board in a strategic assessment. The purpose is to leverage the Foundation's assets and examine every sector and region in North Carolina, and give consideration to the State's priorities, partners and strategies that will enable the Foundation to maximize its impact into the future.

ZSR recognizes that North Carolina has experienced tremendous demographic, economic, political, technological and social shifts in its landscape since the Foundation last conducted a strategic assessment in 2004. The Foundation sees this as an opportune time for a strategic assessment that accounts for these changes and refreshes the Foundation's approach to philanthropy, while holding firm to its core values.



Duties and Responsibilities of the Executive Director

The Foundation office is located in Winston-Salem, NC. The Board expects the executive director to reside in the Winston-Salem metro area.

The Z. Smith Reynolds Foundation has many assets: its financial resources; the intellectual and social capital of its staff and Trustees; its history and reputation in North Carolina; and its values. The overarching job of the executive director is to strategically lead the Foundation, consistent with its values, in using those resources in ways that will provide the most benefit to the people of North Carolina.

More specifically, the executive director is responsible for:

Staff Management: The executive director will hire, manage, develop, and mentor Foundation staff. In addition to the executive director, the Foundation currently has a staff of five program officers, six administrative staff, a director of communications, two fellows, and one senior fellow. The executive director must be a thought-leader, thought-partner, team leader, and practical day-to-day manager of the staff.

Board Relations and Communication: The executive director is the primary link between the staff and the Trustees. The executive director must be sure that the Trustees are appropriately informed about the Foundation's activities and that the Foundation and the staff are receiving the benefit of the Trustees' knowledge, experience, relationships, and judgment. The executive director is also responsible for ensuring that the Trustees' time is used effectively and that Trustees have the information they need to make good, informed decisions on behalf of the Foundation.

Strategic Convening: The executive director will bring Trustees and the staff together in setting the strategic directions and priorities of the Foundation.

Representing ZSR Externally: The executive director will be the face of the Foundation and a leader in the public sphere. In order for the Foundation to add maximum value to the State, the Foundation must be able to: understand the realities of life across North Carolina and of its various systems and institutions; partner with a wide array of people and organizations; and build on ZSR's reputation as a Foundation that is working to build North Carolina's future.

Effective Grantmaking: The executive director will assure that the Foundation's grantmaking is strategically effective and provides benefits across the State. She or he will ensure fiscal responsibility and make sure the process is accessible and understandable.

Fiscal Accountability, Budget and Asset Management: The executive director will assure the fiscal regularity of all financial transactions of the Foundation. She or he will prepare an annual budget for adoption by the Trustees that reflects the Foundation's priorities, and will be a responsible and wise steward of the Foundation's assets. Neither the Trustees nor the executive director are responsible for managing the trusts that fund the Foundation.

Desired Qualifications and Experience

While the search committee understands that no single individual will necessarily possess all the desired experiences and qualifications, the successful candidate should possess most, if not all, of the following professional and personal attributes:

- An unwavering commitment to the values, mission and vision of ZSR, as demonstrated by past participation in advancing a social justice mission;
- Demonstrated accomplishments as an effective leader of an enterprise in the private, academic, nonprofit, philanthropic, or public sector, or preferably in more than one of these sectors;
- Deep, comprehensive knowledge of North Carolina and its business, government and nonprofit leaders and familiarity with the changes that have reshaped the State in the past several years;
- Capacity to build relationships in and across all sectors and regions in North Carolina;
- An understanding of the centrality of race in shaping public policy and a commitment to removing structural barriers to effect racial equity;
- Unimpeachable integrity and ethical standards;
- Experience working with an active and highly engaged Board of Directors or Trustees;
- Academic distinction as evidenced by an advanced degree is preferred;
- Experience in effective management of a smart, highly motivated, and mission-driven staff;
- Strong, impressive communication skills and achievements;
- A dedication to public service and experience in serving the public interest is preferred;
- A strong, mature and admired leader among leaders in the State of North Carolina;
- An indefatigable work ethic and sense of responsibility and accountability;
- Strategic acumen and capacity to take advantage of opportunities as these arise;
- Good humor, patience and humility.

Application Procedure

Applicants are asked to send a cover letter and resume to the following web address:

www.imsearch.com/5540. Inquiries and nominations may be submitted to the same web address or to the search firm representatives at the contact information below.

Electronic submission of applications and correspondences is strongly preferred. Review of nominations and applications will begin immediately and will continue until the position is filled.

Tim McFeeley or Kahn Lee
Isaacson, Miller
1300 19th Street, N.W.
Suite 700
Washington, DC 20036

Apply via our website: www.imsearch.com/5540
202-682-1504

The Z. Smith Reynolds Foundation is committed to equality and diversity. Qualified individuals are encouraged to apply, regardless of socio-economic status, gender, gender expression, or sexual identity or cultural background. The Z. Smith Reynolds Foundation is an Equal Employment Opportunity employer and will not discriminate against applicants or employees based on race, ethnicity, national origin, religion, age, sex, disability, political affiliation, protected veteran status, genetic information or any other legally protected class.

