



**Search for Chief Program Officer
The Yawkey Foundations
Dedham, MA**

THE SEARCH

The Yawkey Foundations seek an exceptional and experienced individual to serve as the next Chief Program Officer. The Chief Program Officer will be responsible for the day-to-day management of the Foundations' grant making programs and will report directly to Chief Executive Officer and Board of Trustees to ensure that the mission of the Foundations is faithfully executed. Overseeing 2.0 FTEs, this individual will be a hands-on Officer, working with Foundation leadership to execute the Foundations' mission and strategy, including reviewing and preparing evaluations of grant requests and preparing grant-related materials for Board meetings. This individual will also manage relationships with grantee organizations as well as coordinate the external communications materials for the Foundations.

The [Yawkey Foundations](#) trace their origins back over eight decades to the philanthropic commitments of [Tom](#) and Jean Yawkey. With great concern for the forgotten and underserved, Tom and Jean Yawkey took careful steps to ensure that their legacy would live on through the work of the Yawkey Foundations. The Yawkeys are perhaps best known for their longtime ownership of the Boston Red Sox and for providing unwavering and transformational support to the Jimmy Fund and Dana Farber Cancer Institute throughout their lives. More quietly, but with just as much passion and commitment, Tom and Jean Yawkey were also engaged in an unwavering dedication to those most in need, particularly children and families.

Following the legacy of Tom and Jean Yawkey, the Trustees of the Yawkey Foundations have taken great care in their grant making to preserve and perpetuate the original philanthropic vision and interests of the Yawkeys. The Trustees seek to emulate Tom and Jean Yawkey's commitments to Health Care, Education, Human Services, Youth and Amateur Athletics, Arts and Culture, and Conservation and Wildlife. Since 1977, the Trustees have made over \$550 million in grants to organizations large and small that continue the Yawkeys' efforts to improve the quality of life in the communities that they called home, Massachusetts, New England and Georgetown County, South Carolina.

The successful candidate will be an accomplished professional with a deep appreciation and passion for the mission, achievements, and aspirations of the Yawkey Foundation and desire to play a meaningful role

in the Foundations' long-range future. While experience in grantmaking is preferred, the Foundation will consider candidates who are less experienced in direct grantmaking but possess transferable skills and experience obtained through legal practice, non-profit leadership, professional services, or the corporate world. Candidates will preferably have demonstrated and meaningful experience contributing to the mission and impact of community organizations dedicated to creating equitable access to opportunity and making positive change in communities, especially those communities that have been historically subject to underinvestment. There is also a strong preference for candidates with have an interest in or experience working with nonprofit organizations in Massachusetts and a commitment to program areas supported by Tom and Jean Yawkey and their Foundations.

The Yawkey Foundations have retained Isaacson, Miller, a national executive search firm, to assist with this important search. Inquiries, nominations, and applications should be directed in confidence to the firm as indicated at the end of this document.

THE FOUNDATIONS

The Yawkeys' commitment to philanthropy extended to many organizations throughout Massachusetts and Georgetown County, South Carolina. They were particularly interested in supporting organizations that encouraged access to education, health care, human services, youth and amateur athletics, arts and culture, and conservation efforts. The Yawkeys were particularly dedicated to providing equitable access for those with barriers to opportunities and experiences aligned with these priorities.

One of Tom Yawkey's greatest legacies was the donation of 20,000 acres of land along the shoreline in Georgetown County to the South Carolina Department of Natural Resources. Now known as the Tom Yawkey Wildlife Center, the area is considered to be one of the most outstanding grants to wildlife conservation efforts in North America. Its marshes, marine wetlands, forests, and sandy beaches play host to hundreds of species of coastal wildlife and serve as an undisturbed habitat for migratory birds, eagles, alligators, and many other endangered species. The Tom Yawkey Wildlife Center remains a focus of Yawkey Foundation I and the Trustees work diligently to support it as a place of conservation and learning.

In 1982, Jean Yawkey established Yawkey Foundation II to ensure the thoughtful legacy of giving that she and Tom Yawkey began would persist long after their lifetimes. Through her direct involvement and active leadership during the last decade of her life, Jean Yawkey imprinted the Foundation with her own highly personal style of giving. Like Tom, she cared deeply for the people who lived and worked in the communities that she called home and sought to use her Foundation to help improve the lives of those in need.

In 2022 the trustees awarded over \$20 million to a wide variety of nonprofit organizations serving the people of Massachusetts and South Carolina. Beyond providing program support, the Trustees believe that, in the right circumstances, a grant to support a capital project can have a profound impact on an

organization's ability to fulfill its mission. It embodies a way of caring, a way of giving, and a way of honoring Tom and Jean Yawkey's meaningful legacy to the communities they loved.

THE ROLE: CHIEF PROGRAM OFFICER

The Chief Program Officer will be responsible for managing the Foundations' grant making in all program areas and managing the Grants staff, which includes 2.0 FTE. This individual will be responsible for assisting in the preparation and management of grants budgets and will also manage external grantee relationships, coordinate the Foundations' external communications, including the website and social media, and ensure the Board of Trustees are provided sufficient data to fully consider and decision grants. The Yawkey Foundations is a small organization and staff where each individual pitches in as needed. The Chief Program Officer will be an active member of the team, assisting the Chief Executive Officer with as needed projects. In addition to these general responsibilities the specific responsibilities include:

Grants

- Responsible for the day-to-day management of the Foundations' grant making, from acceptance of grant applications through final payment and reporting, as well as management of the Foundations' grant databases;
- Review and analyzing grant proposals, make recommendations for grant funding, and evaluate grantee performance and impact to ensure that grants are properly and effectively utilized;
- Manage the Grants staff in the processing and evaluation of grants in all program areas;
- Prepare annual grants budgets in collaboration with the COO/CFO for approval by the Chief Executive Officer and Boards of Trustees;
- Monitor budget to actual spending and cash flow throughout the year;
- Organize and participate in meetings with grantee organizations and site visits;
- Assist in reviewing grant programs policies and procedures and, when appropriate, submit recommendations for the change to the Grants Committee and Foundations' Boards of Trustees;
- Assist the Chief Executive Officer in the negotiations and documentation of major grants;
- Prepare periodic reviews of grant initiative areas and identify and research possible future program initiatives;
- Ensure that grants initiatives and individual grants meet current compliance requirements;
- Coordinate and manage grants information for audit and tax returns.

Internal and External Communications

- Maintain the Foundations' website content with current, accurate, comprehensive and clear information;
- Update and manage Foundations' website and social media accounts;
- Coordinate and manage the preparation and distribution of the Foundations' annual report from the Chairman and CEO;

- Coordinate all external communication including letters, online materials, event ads, plaques, grant activations, events, etc.;
- Coordinate with Grants staff on all internal communication with Grants Committee including meeting materials, presentations, etc.;
- When required, attend public events on behalf of the Foundation.

Board of Trustees Engagement

- Oversee preparation of grants-specific materials including agendas, votes, presentations, books, or any other materials needed; Assist the Chief Executive Officer with any additional production of presentation materials for Board of Trustee Meetings;

This position will be full-time in-person at the Foundations' Dedham, MA office.

QUALIFICATIONS & EXPERIENCE

The successful candidate will be an accomplished professional with a deep appreciation and passion for the mission, achievements, and aspirations of the Yawkey Foundation. Given that the Foundation is a small and highly dedicated team, this person should enjoy a collaborative, hands-on approach and possess a desire to play a meaningful role in the Foundations' long-range future. While experience in grantmaking is preferred, the Foundation will consider candidates who are less experienced in direct grantmaking but possess transferable skills and experiences obtained through legal practice, non-profit leadership, professional services, or the corporate world. This individual will present the following qualifications and experiences:

- Advanced degree in finance, management, social work, public administration, law or other relevant area of study strongly preferred;
- Minimum twenty years' experience in a professional environment with significant project management experience; staff management experience preferred;
- Knowledge and experience with the grant making process including but not limited to evaluation of grants requests and preparation of proposals;
- Interest in working with nonprofit organizations in Massachusetts and a commitment to the communities and program areas supported by Tom and Jean Yawkey and their Foundations;
- Demonstrated skills and experience with budgets and finances. Must be skilled at reading tax documents and financial statements and distilling important information;
- Experience working with databases and grantmaking software;
- Exceptional written, oral, and analytical communication skills including the ability to collect, review, synthesize, and present information and findings.

APPLICATIONS, NOMINATIONS, AND INQUIRIES

Confidential inquiries, nominations/referrals, and applications (including resumes and letters of interest responding to the opportunities and challenges outlined above) should be sent electronically to the Isaacson, Miller executive search team via the link below.

Dan Rodas, Partner
Katy Ryan, Senior Associate
Seema Khan, Senior Search Coordinator
Isaacson, Miller

<https://www.imsearch.com/open-searches/yawkey-foundation/chief-programs-officer>

The Yawkey Foundation is an Equal Opportunity Employer.