

Search for the Executive Director

The Passport Foundation

San Francisco, California

The Passport Foundation, a private 501(c)(3) foundation with a mission to drive impactful change in the field of environmental health, seeks applications, nominations, and inquiries for a strategic, driven, and impact-oriented Executive Director to transition the Foundation to the next phase of its development. Founded in 2007, The Passport Foundation strives to create a healthier, more sustainable world by supporting innovative initiatives and organizations dedicated to environmental health through grantmaking initiatives. As a private foundation that has grown significantly since its inception, the Foundation seeks an entrepreneurial Executive Director to lead efforts in supporting and growing the organization's programmatic initiatives while building out operational capacity for future growth.

Fueling the support of institutions to tackle some of society's most complex environmental health problems, including microplastics, PFAS, and other toxins, The Passport Foundation is uniquely positioned to drive the conversation on environmental health and enhance its capacity for impact as threats to these issues continue to impact human health. As the Foundation develops, the Executive Director will have the unique opportunity to build, guide, and champion its vision; promote grantmaking opportunities; influence and lead through engagement and advocacy; establish sustainable internal practices to drive impact; address the most pressing issues in environmental health; and partner with organizations driving impact. Alongside a dedicated Board of Directors, the Executive Director will set organizational priorities for the future while bridging meaningful relationships with community partners to create a healthy, safe, and sustainable future.

ROLE OF THE EXECUTIVE DIRECTOR

Reporting directly to the Board of Directors, the Executive Director will drive strategic planning to developing short-term goals, while formulating a high-quality long-term vision in support of The Passport Foundation's mission. This includes the successful leadership and management of the Foundation and building systems and processes for grantmaking, due diligence, reporting, and advocacy. The Executive Director is responsible for overseeing the daily operations of the Foundation and its annual grantmaking budget of about \$4m. The Executive Director will be responsible for performing all duties and expectations of the role with minimal staff support and will be expected to work independently, with access to a family office to provide additional operational support. Additional information on role responsibilities is listed below.

Strategic Leadership and Vision:

- Develop and implement strategic planning to maximize the impact of the Foundation's annual grant distribution in the field of environmental health;

- Continuously assess and evolve grant-making strategies to address emerging environmental health challenges, encompassing long-term and short-term plans and performance measurements that will guide both strategic, financial, and operational decision-making.

Board Relations:

- Partner with the Foundation's strong, committed, and connected Board of Directors, leveraging their experience and diverse perspectives to inform decision-making and programmatic development;
- Evaluate cost, risk, and benefits associated with decisions in order to both provide and solicit recommendations from the Board;
- Maintain a strong, transparent relationship with the Board, providing regular updates and demonstrating the impact of grant contributions.

Grant Management and Impact Evaluation:

- Oversee an efficient grant distribution process, ensuring alignment with mission and strategic objectives;
- Measure, evaluate, and report on the impact of the Foundation's grantmaking using data-informed decision-making.

Operational Management:

- Ensure the effective day-to-day operations of the foundation, including financial oversight and compliance with legal and ethical standards;
- Continuously assess administrative operations and ensure sustainable and efficient systems to ensure accuracy of financial reporting and due diligence.

Community Engagement and Advocacy:

- Build partnerships with key organizations and stakeholders in the environmental health sector;
- Assess needs and facilitate collaborations in support of the Foundation's mission;
- Serve as a vocal advocate in the field of environmental health.

QUALIFICATIONS AND CHARACTERISTICS

For this pivotal role, the Foundation seeks an experienced, broad-gauged, and versatile leader with strong grant management skills, excellent relationship-building abilities, and the capacity to work independently to drive growth. Board relations experience is a must, as is the analytical ability to provide timely, accurate reporting of funding and its associated impact.

Required:

- Bachelor's and/or Master's degree in environmental sciences, public administration, nonprofit management, or a related field;
- At least 5 years of leadership experience;

- Demonstrated experience in strategic planning, grant management, and financial reporting;
- Financial acumen to effectively manage a multi-million-dollar grant budget.

Desired Characteristics:

- A passion for environmental sustainability/health and experience in the space;
- Exceptional communication and relationship-building skills;
- Experience sustaining an excellent working relationship with a Board of Directors;
- Highly organized and resourceful, with excellent written and verbal presentation and communication skills;
- Strong understanding of corporate finance and measures of performance;
- Extensive knowledge of corporate governance principles and executive best practices;
- Analytical acumen with the ability to drive creative solutions to solve complex problems;
- Strong public presence with outstanding verbal and written communication skills and persuasive abilities.
- Proven ability to evaluate the costs, risk, and benefits associated with alternative actions.

COMPENSATION AND LOCATION

The expected annual salary for this role will be commensurate with experience, with an anticipated annual salary of \$180,000 to \$200,000. A competitive benefits package will be provided. The Passport Foundation offers a hybrid working option; the Executive Director will be expected to spend 2-3 days per week in the San Francisco office. Remote employees located in Florida will also be considered.

APPLICATIONS, INQUIRIES, AND NOMINATIONS

Screening of complete applications will begin immediately and continue until the completion of the search process. Inquiries, nominations, referrals, and CVs with (optionally) cover letters should be sent via the Isaacson, Miller website for the search: <https://www.imsearch.com/open-searches/passport-foundation/executive-director>. Electronic submission of materials is required.

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The Passport Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer.