Executive Director

Applications will be accepted through 10/21/22

Whitney Benefits is seeking a mission-focused leader with dedication and experience to lead program strategies within a dynamic organization and work with community leaders, non-profit partners, and the Whitney Board of Trustees to carry out the organizational mission. The Executive Director is the key management leader of Whitney Benefits. The Executive Director is responsible for overseeing the administration of daily organizational operations, furthering the strategic plan, expanding and solidifying community relationships, and enabling the Board of Directors to effectively carry out the mission. The position reports directly to the President of the Board of Directors.

Whitney Benefits is a private Educational Foundation located in Sheridan, Wyoming. Whitney Benefits was founded through the last will and testament of Mr. Edward A. Whitney upon his passing in 1917. It is the purpose of the Whitney Benefits Foundation to carry out the wishes of Mr. Edward A. Whitney as outlined in his Last Will and Testament, dated May 9, 1917. It is the intention of the staff and Board of Trustees to act in a fiscally responsible manner, while responding to the needs of its beneficiaries and our communities. Per Mr. Whitney’s wishes, the foundation exists to do three things: fund a community center in Sheridan, establish a college in Sheridan and create an interest-free student loan program. Whitney Benefits is seeking a mission-focused leader with dedication and experience to lead program strategies within a dynamic organization and work with community leaders, non-profit partners, and the Whitney Board of Trustees to carry out the organizational mission.

AREAS OF RESPONSIBILITY

1. Board Governance

   Works with the Board of Trustees to fulfill the organizational mission.
   - Leads Whitney Benefits in a manner that supports and guides the organizational mission as defined by the Board of Directors.
   - Responsible for implementing Board guidance to the foundation; in consultation with the foundation’s legal counsel, advises the chair as required on keeping board activities within the bounds of its bylaws; oversees board secretary and treasurer functions and the keeping of critical corporate records.
   - Communicates effectively with the Board and provides all information necessary for the Board to function properly and make informed decisions including developing and preparing materials for Board and Committee meetings.
   - Seeks the Board’s involvement in policy decisions, fund management and efforts to increase the overall visibility of the organization.
   - Establishes objectives based on goals and budget considerations agreed upon by the Board.
2. **Financial Performance and Viability**

Develops resources and maintains controls sufficient to monitor and protect the financial health of the organization.

- Responsible for the fiscal integrity of Whitney Benefits and appropriate communication of the financial condition of the organization to the Board of Trustees.
- Consults with and oversees staff accountant in fiscal management that anticipates planning and operating within the approved budget, ensures maximum resource utilization, and maintains the organizations’ financial position.
- Manages internal and external fiduciary controls in line with best industry practices.
- Consults with the investment manager(s) and Finance & Investment Committee on investment strategies and decisions and stays abreast of current trends that may affect the portfolio of the foundation.

3. **Organizational Mission and Strategy**

Works with Board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for the implementation of Whitney Benefits’ programs that carry out the organization’s mission including oversight of student loans, Whitney Commons, and grants to Sheridan College.
- Provides overall direction and implementation of the strategic plan to ensure that Whitney Benefits can successfully fulfill its mission into the future.
- Responsible for enhancing Whitney Benefits’ image by maintaining a high professional profile in the community and representing the organization in the field of philanthropy by participating in local community events, on committees and non-grantee boards.
- Establishes and maintains strong relationships with various community organizations, using those relationships to strategically enhance Whitney Benefits’ mission.
- Oversees public relations and all communication efforts and works closely with other professional, civic and private organizations.

4. **Organizational Operations**

Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Establishes employment policies and procedures in consultation with the Board including annual performance appraisals, presentation of compensation recommendations, and hiring and retention of competent, qualified staff.
- Leads, supports, and collaborates with the Whitney team to ensure a positive work culture and an engaged high performing staff.
- Manages and enhances systems that allow for efficiency and smooth functioning of foundation operations, ensuring compliance with established policies and procedures including delegation of responsibility for various functions.
- Establishes administrative policies and procedures for all day-to-day operations and interprets and applies rules, laws and regulations applicable to the organization, and in manners where reference to legal counsel is necessary, does so in conjunction with the Board.
• Designated signer of operational notes, agreements and other instruments made and entered into on behalf of the organization.
• Other duties as assigned by the Board of Directors.

REQUIRED PROFESSIONAL QUALIFICATIONS
• Bachelor’s degree in nonprofit or business management, organizational leadership, finance or related field (advanced degree preferred).
• Minimum of four years’ experience leading an organization or department that includes staff management, financial management, program delivery and community outreach (nonprofit management a plus).
• Experience and proven skill in working well with a Board of Directors, not limited to that of a non-profit.
• Knowledge and involvement in the local community including the nonprofit and educational landscape (preferred).
• Experience providing high level strategic thinking and implementation.
• Ability to envision and convey the organization’s mission and strategic future to the staff, board, and community stakeholders.
• Demonstrated ability to oversee, delegate to, and collaborate with a team.
• Proven experience in establishing strong relationships with individuals and organizations of influence including grantees and community stakeholders.
• Solid organizational abilities including planning, delegating, program development and task facilitation.
• Proven experience of successful financial management including budget preparation, analysis, reporting and implementation of fiduciary controls.
• Investment experience including an understanding of financial markets and general market economics.
• Ability to work closely with financial managers and institutes to grow and preserve the Whitney corpus.
• Skilled in public speaking and excellent written and verbal communication.
• Recognized as a leader who is transparent and high integrity.
• Strong work ethic, excellent professional judgement and attention to quality in all they do.

Compensation:  Starting pay range $120,000 to $150,000. Generous benefits package includes annual performance bonus, health/dental/vision insurance, 403(b) retirement plan, life & long-term disability insurance, paid holidays, sick time and vacation, annual professional development, mileage reimbursement, and company cell phone.

All inquiries and applications will be held strictly confidential

Interested candidates please email cover letter and resume to:
Laura@peakconsult.net

Further questions contact Laura Lehan at 307-655-5405

Whitney Benefits is an Equal Opportunity Employer