



Executive Director
The Phyllis and Jerome Lyle Rappaport Foundation
Boston, Massachusetts

NOTE: This position requires on average 3 days/week

Since 1997, the Phyllis and Jerome Lyle Rappaport Foundation has actively promoted leadership and innovative thinking in areas of public policy, neurologic research, and the arts, by supporting individuals and institutions in the greater Boston area. The foundation's mission is to nurture a culture of leadership in greater Boston, creating opportunities for individual and community excellence.

RESPONSIBILITIES

The executive director reports to Phyllis and Jerry Rappaport (founders) and the foundation board and is a thought partner and sounding board for both. In cooperation with the director of the Rappaport Family Office, s/he is responsible for all foundation administrative activities. With founders, the executive director is a principal external representative of the foundation to foundation partners and grantees, the media, and the general public.

The executive director will help manage the foundation's continued growth and help ensure its excellence in its three program areas. Consistent with direction established by the board, s/he will work to ensure the foundation's evolution, e.g., optimal impact, exemplary partnerships, and work of highest quality.

For the foreseeable future, the foundation will continue its mission-driven program focus. As with all foundations, there is room for refinement and innovation, and the board will rely on the new executive director for a fresh look at program goals and strategies.

The executive director will continue to educate and challenge the board around achieving its goals. The board looks to the executive director for vision, informed judgment, and guidance.

The Rappaport family puts a premium on the strength and dedication of the foundation staff. As the foundation grows and evolves, the executive director will need to ensure that it is cohesive, collegial, and well respected in the family and in the foundation, academic, medical and arts communities in greater Boston and beyond. Where appropriate, s/he will personally represent the foundation in the civic arena.

The executive director's assignment, broadly defined, will include:

- Work closely with board to maintain foundation's vision and help it achieve its mission. Maintain existing strategies – and create new ones as needed – to move the foundation toward the vision and achievement of its mission.
- Advise board on options for increasing the foundation's impact in its focus areas.
- Ensure foundation partners are adhering to the letter and spirit of agreements that created those partnership relationships.
- Work effectively and collegially with foundation's partners and collaborators.
- Serve as a respected, articulate spokesperson for the foundation so that its mission, goals, and programs are well and broadly understood by partners, colleagues, the media, and others. Elevate the visibility of the foundation in ways that increase its influence and effectiveness.
- Develop new ways to involve trustees in the governance, program, and operational work of the foundation. Keep trustees well informed about foundation activities and provide them with sufficient but succinct information to make sound policy and program decisions.
- Ensure that Jerry and Phyllis are well supported in community activities that have a nexus to the foundation's interests.
- Promote strong, mutually reinforcing ties to the Rappaport Family Office. Nurture capacity and talents of office staff to help execute foundation's work.
- Periodically review foundation structure and day-to-day operations and recommend changes.
- Handle administrative work of the foundation, e.g., agenda, venue, and materials for quarterly board meetings, board Minutes, reports to board on partner events. Work with Rappaport Family Office Director to prepare foundation financials.

QUALIFICATIONS AND EXPERIENCE

The foundation's new executive director could come from a wide range of public or private organizations. The position calls for outstanding communication skills, a highly developed understanding of collaboration and partnership, and an ability to address complex issues. It requires the capacity to implement a mission and get things accomplished.

Foundation's director should be energized at the prospect of working with and answering to a family board, with all the complex dynamics that can entail. At the same time, the foundation seeks an executive director who will have the grace, flexibility, self-confidence, and decisiveness to help keep the board engaged and on track.

*Executive Director,
The Phyllis and Jerome Lyle Rappaport Foundation*

The executive director must embrace the values of the founders and family, and reflect the founders' passion and business acumen. A comfort with the founders' pace and detail orientation is essential, as is a sense of humor and caring and respect for others.

Specifically, the qualifications and experience required for the position include:

- Highest level of personal and professional integrity.
- Deep respect for the government, academic, medical and arts communities and for the importance of their strong partnerships with the foundation. An enthusiasm for building bridges between and among a range of stakeholders. Skills in listening and collaboration.
- Track record of work in a complex organization with multiple moving parts. Proven ability to balance and execute a range of professional responsibilities effectively. Excellent intellectual, organizational and analytic skills.
- Administrative competence.
- Appreciation for the public policy and political process, and of the role of not-for-profit and foundation communities in fostering social change.
- Highly developed presentation and communication skills. Desire and ability to promote foundation values, vision and mission to a range of audiences. Inclination to serve as a dynamic spokesperson on behalf of foundation goals.
- Ability to manage media, communications and public relations to promote Rappaport fellows and prizewinners and enhance their brand.
- Outstanding interpersonal skills to work effectively with a wide variety of people. Outgoing, optimistic, pragmatic, patient, good humored, emotionally intelligent.
- Past involvement in issues of public policy, health and medicine, and the arts is preferred. Experience in and/or ties to greater Boston community strongly preferred.
- Experience in foundation work would be an asset but not required

TO APPLY

Send resumes and cover letters via-email only in confidence to:

Phyllis Rappaport
Chairperson, Rappaport Family Office
75 State Street, 14th Floor
Boston, Massachusetts 02109
phyllis@rappaportfoundation.org