



Imago Dei Fund is a grant-making organization working with our grantee partners to co-create a more just and more free world in which all human beings can thrive and flourish together.

## **THE IMAGO DEI FUND**

**Open Position:** Managing Partner; Full-time

**Location:** Boston, MA

### **Background**

The Imago Dei Fund (“IDF”) is a private grant-making foundation that dedicates its resources to bringing about a more just, free, and sustainable world. Founded in 2009 by Emily and Ross Jones, IDF has established itself in the philanthropic landscape as a faith-inspired foundation working across faith and secular lines to fund social change, to enter into partnerships that expand the impact of the Foundation’s philanthropic investments, and to catalyze movements that are transforming the deeper roots of injustice and working to restore wholeness to our world.

IDF is seeking to build out a more robust internal team in order to deepen and broaden the impact within the larger movements/sectors where it funds. To this end, IDF will be utilizing a “partnership” organizational structure to segment its grant-making with lead Program Partners overseeing and proactively managing separate (yet overlapping) portfolios (“nodes”) within the Foundation’s larger portfolio. IDF is striving to create greater collective impact across different sectors.

### **Description**

The Managing Partner (“MP”) will work with the Founding Partners to clarify the IDF vision, build out the IDF team and operations, and work collaboratively with the Program Team in leading the transformation of IDF from its current stage to a more mature organization capable of delivering on its long-term vision. Specifically, s/he will ensure that IDF’s fiscal, operations, grant management, human resource, technology, and programmatic strategies are effectively implemented across all segments of the organization.

S/he is a highly motivated, problem-solving, solution-oriented self-starter who can hit the ground running. S/he will play a lead role in creating and maintaining the organizational systems which enable a creative and collaborative work culture for the entire staff.

An excellent MP is a collaborative manager with ability to lead and motivate. S/he has great communication skills and takes a holistic approach in managing the organization’s operations. The goal is to manage and lead the organization towards the realization of its mission.

## **Strategic vision and leadership**

- Collaborate with the Founding Partners and the Program Team to develop and implement a new 3-year strategic plan while ensuring that the budget, staff, and priorities are aligned with IDF's mission.
- Refine and implement a new partnership organizational structure with multiple grant-making “nodes” (6+/-), each led by a Program Partner who has ownership/responsibility for proactively building out a portfolio and cultivating grantee and funding partnerships.
- Work with the Founding Partners to create an *esprit de corps* which fosters a sense of shared purpose, team-building, ongoing learning, thought partnership across program sectors, high professional standards, and creative approaches to partnering with and supporting grantee partners to advance larger goals.
- Provide inspirational leadership and direction to all IDF staff, and ensure the continued development and management of a professional and efficient organization; establish effective decision-making processes that will enable IDF to achieve its long- and short-term goals and objectives.
- Cultivate a strong and transparent working relationship with the Founding Partners and IDF staff and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals.
- Represent IDF and the Founding Partners at a variety of external forums with a diverse set of stakeholders, while embodying the ideals of the IDF mission.

## **Strengthening infrastructure and operations**

- Manage all internal operations for IDF and function as the “hub of the wheel” of all of the program nodes to create an operational context for creativity and collaboration to happen.
- Maintain and evolve internal systems that facilitate communication and connectedness for a schedule that is part office-based and part virtual and involves external partners.
- Ensure the delivery of high-quality services while managing for current and future growth.
- Facilitate cross-departmental collaboration and strengthen internal communications with staff throughout the organization; create and promote a positive, multicultural work environment that fosters creativity and supports consistency throughout the organization's strategy, operational methods, and data collection needs.
- Oversee the finance and related activities of the organization including developing long and short range financial plans, monitoring the budget and ensuring sound financial controls are in place.
- Create and manage a master calendar of team meetings including regular operations and Program Team meetings, occasional all-staff team-building meetings, and monthly board meetings.
- Oversee logistics and coordinate agendas and communications for regular staff and board meetings.
- Manage an operations team which will include part-time IT and administrative staff and outsourced operational resources as needed. Hire new staff including a Grants Manager.
- Serve as a liaison to the Founding Partners including providing support to board committees and serving as the point person for board meeting logistics. Liaise with the Founding Partners' family office around financial planning and tax-related matters.
- Coordinate special events and manage special projects.

## **Grants Management**

- Oversee the grant management function and work with the Grants Manager (to be hired) to ensure proper execution of the grant cycle and the administration of grants.
- Work with Program Partners to manage due diligence review for all grants, highlighting issues related to operational soundness, and to facilitate the grant review process.
- Provide links between program, finance, information technology, and other administrative staff so that all grant-making activities are effectively implemented.
- Understand and stay current on IRS requirements and regulations for private foundations and distill this information to assist staff in applying requirements appropriately.
- Monitor our online grants management systems and continuously seek to streamline processes for grantees and staff, including researching and transitioning to new grants management software as required.

## **Qualifications**

- At least 15 years of overall professional experience with a proven track record of success in roles of increasing responsibility.
- Prior nonprofit, foundation, impact investing or other related social sector experience ideal.
- Strategic thinker with the ability to partner with the Founders and Program Team in developing/clarifying the future mission and vision of IDF.
- Excellence in organizational management with the ability to coach staff, manage operations, develop high-performance teams, and build a collaborative team culture/environment.
- Demonstrated experience managing operations including planning, delegating, project management and events.
- Understanding of best practices in grant-making while maintaining a learning orientation for continuous improvement.
- Experience in examining and re-engineering operations, formulating policies, and developing and implementing new systems, strategies and procedures.
- Facility with technology for researching, learning, and acclimating to new technological solutions to increase the team's productivity.
- Planning and organizing skills with the ability to prioritize work activities, use time efficiently, and develop realistic action plans with a strong attention to detail.
- Strong written and oral communication skills with the ability to present information clearly and succinctly in conversation and in writing; ability to present concise themes visually.
- Excellent interpersonal skills with the ability to represent IDF in a variety of settings and engage effectively with a wide range of stakeholders and cultures.
- Shares and embodies IDF's core values and is inspired by its mission and vision.
- Team player. Transparent and high integrity leadership with a positive attitude and self-directed.

- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning. An analytical mind capable of “out-of-the-box” thinking to solve problems.
- Ability to travel a couple of times/year for 2-3 days at a time.
- A bachelor’s degree required; an advanced degree preferred.

### **Benefits and Compensation**

IDF provides a competitive salary and benefits package.

### **Apply**

Position is open until filled. Please submit your resume and a cover letter to [laura@imagodeifund.org](mailto:laura@imagodeifund.org) describing your interest in this position and why you would be a good fit for the role.