

JOB DESCRIPTION

Job Title	Executive Director, DDCO Foundation Director, Community Benefit Program	Position Number	
Supervisor's Title	Board of Trustees	Grade	
Department	DDCO Foundation	Work Unit	
Prepared by		Date Prepared	January 22, 2004
FLSA Status	Exempt	Date Revised	August 12, 2016

POSITION PURPOSE

1. To lead the strategic development and effective operations of the Foundation, ensuring grant-making strategies meet the Foundation's mission and vision and increase the positive image of the Delta Dental of Colorado.
2. To lead the company's Community Benefit Program so that it continues to support the strategic intent of Delta Dental of Colorado.

ESSENTIAL DUTIES

1. Provide Strategic Leadership
 - Work closely with Board of Trustees to ensure the Foundation's Strategic Plan is regularly updated and followed in the work done by the Foundation.
 - Work with Board and staff to identify new strategic initiatives for the Foundation to undertake and desired outcomes from those initiatives.
 - Work with community partners such as foundations, public policy makers, academic institutions, and public health leaders on the issues, projects and programs of the Foundation to inform our work and to ensure the Foundation is Colorado's leader in promoting children's oral health; open to sharing learnings and serving as thought partner.
 - Participate actively in Center of Excellence efforts across the Delta Dental system to build and maintain a clear, progressive vision of philanthropy.
2. Provide Operational Leadership
 - Prepare work plans, timelines, and budgets for meeting the Foundation's mission, strategic plans and goals.
 - Ensure that the Board of Trustees are fully informed and consulted on the work of the Foundation and that authorizations are obtained on all grants, programs and projects undertaken or funded by the Foundation. Work with the Board to maintain fiscal accountability for the activities and grants of the Foundation. Work with the Board on recruiting and onboarding new Trustees.
 - Effectively manage and empower Foundation staff to ensure programs are carried out in alignment with the Foundation's strategic plan.
 - Provide effective professional development support and coaching for Foundation staff members. Ensure timely, effective performance assessment and feedback.
 - Ensure the Foundation's continuous compliance with all legal and regulatory requirements.

3. Provide Grant-Making & Program Leadership
 - Manage, coordinate and solicit requests for grants to the Foundation in a manner that promotes the Foundation as Colorado's leader in oral health issues and that most effectively meet the values of the Foundation.
 - Identify and implement new approaches in philanthropy as appropriate.
 - Ensure effective evaluation approaches and framework to measure outcomes from funded initiatives.
 - Oversee Community Benefit Program. Develop strategic analysis and recommendations regarding the Community Benefit Program; specifically, how the program is integrated into the community and how the program reflects on and carries out DDCO's tax exempt status. Develop, oversee and ensure appropriate management of the short and long-term grants made by the DDCO Community Benefit Program.
 4. Provide Communications & Relationship Building Leadership
 - Represent and act as spokesperson for the Delta Dental Foundation at public forums and within the community.
 - Engage actively and regularly with stakeholders across Colorado to build further understanding of the Foundation's work and objectives.
 - Build effective relationships with advocacy groups, other foundations, health system leaders, government agencies, school districts, medical practitioners, and other stakeholders.
 - Build and maintain strong working relationship with the Delta Dental company leadership team, staff members, and board.
 5. Provide Public Policy Leadership
 - Understand public health landscape in Colorado and identify opportunities for the Foundation to have an impact in improving public health.
 - Develop clear position regarding role of Foundation in public policy initiatives.
 - Participate in policy coalitions and efforts as appropriate.
- OTHER DUTIES
1. Other duties and projects as assigned.

EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB

JOB SPECIFICATIONS

Competencies:

1. Demonstrates the ability to develop, maintain, and strengthen partnerships and relationships with others inside or outside the organization who can provide information, assistance and support.
2. Identifies and responds to new trends, technology or research that is relevant to the work of the Foundation or the Community Benefit program.
3. Develops and coaches subordinate's skills to qualify as successors for higher or broader roles.

4. Actively seeks new partnership opportunities and takes calculated risks to achieve objectives and mission.
5. Demonstrates the ability to gain support for ideas, proposals, projects and solutions with all stakeholders.
6. Demonstrates consistency of actions, values, methods, measures, principles, expectations and outcomes with honesty and truthfulness.
7. Ability to effectively manage and guide group efforts, including providing appropriate level of feedback concerning group progress.
8. Consistently maintains the desire to promote the purpose, goals and mission of the organization in making decisions.

KNOWLEDGE/
SKILLS AND
EXPERIENCE

1. *Strategic Leadership*
 - Brings clear strategic understanding of role of an organization and can articulate that role with multiple audiences
 - Experience in developing and implementing a strategic plan; values and develops innovative approaches
 - Act as a respected voice for the Foundation's work within the company;
 - Demonstrate a proven ability to partner well with corporate leaders and other company personnel.
2. *Philanthropic Leadership*
 - Understands philanthropy and how a funder can make an impact in various community efforts and effect social change
 - Experience in building and managing effective evaluation frameworks
3. *Operations Leadership*
 - Knowledge of healthcare, health disparities, or related systems preferred
 - Strong staff management experience; knows how to foster staff growth and development; empowers, not micromanages staff
 - Strong team building experience and knowledge of how to build effective partnerships at many levels of an organization
 - Experience in defining and implementing innovative work practices
 - Significant financial acumen and ability to plan for and manage variable funding streams
 - Experience in helping organizations grow and develop; change management experience preferred
 - Knowledge of nonprofit management preferred
4. *Policy Leadership*
 - Some knowledge of public policy process and players especially in healthcare
5. *Communications and Relationship Building*
 - Experience in working with a governing board and knowledgeable about effective governance structures and processes
 - Proven ability to work with wide variety of stakeholders & build bridges; experience in being an effective "face" of an organization and networking
 - Nurtures internal as well as external relationships
 - Experience in partnering with other organizations to achieve objectives
 - Can build and manage coalitions effectively while keeping eye on the big picture
 - Sensitive to issues of how better to engage and serve underserved communities
 - Some experience in marketing and building effective brands preferred
 - Outstanding written and verbal communication skills; strong listening skills
6. *Other Requirements*
 - Undergraduate degree required; advanced degree preferred
 - Willingness to travel across Colorado as needed; some knowledge of this state and its regions preferred

Effective leaders in Delta Dental of Colorado and the Foundation have these personal qualities:

- Visionary, forward thinking
- Willing to take risks, creative thinker
- Curious, values learning
- Convener, collaborator
- Personable, direct
- Problem solver
- Generous spirit
- High level of integrity

SCOPE OF AUTHORITY

Directly supervises members of the Foundation staff and Community Benefit staff. Final responsibility for assigning and scheduling work, training, appraising performance, promotion/transfers, salary recommendations, interviewing and hiring, disciplinary discussions, and terminations.

FINANCIAL AUTHORITY

Authority to approve expenditures up to amount approved by company policy and by Foundation Board of Trustees. Overall authority to distribute funds to Community Benefit and the Foundation is authorized by company policy, the President of the company and by the Foundation Board of Trustees.

COMMUNICATION

Internal

Frequent interaction with Leadership Council of the company and the Foundation Board of Trustees to gather, exchange and provide information. Regular interaction with staff to provide leadership, management and supervision of projects and administrative tasks. Occasional interaction with employees to gather, exchange and provide information. Occasional interaction with the DDCO Board of Trustees to gather, exchange and provide information. Occasional interaction with consumers to gather and exchange information

External

Frequent interaction with community partners to gather, exchange and provide information and to collaborate on projects and share information. Regular interaction with other Delta organizations to exchange information regarding specific initiatives or share ideas.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

APPROVAL SIGNATURES

Employee:	_____	Date _____
Supervisor:	_____	Date _____
Manager:	_____	Date _____
Human Resources:	_____	Date _____