Job Description: Executive Director

TITLE: Executive Director

REPORTS TO: President of the Board of Directors

MISSION OF THE FOUNDATION
The Marilyn Brachman Hoffman Foundation (MBHF) is one of only a few private foundations with a specific mission of funding research on multiple chemical sensitivities (MCS), advocating on behalf of MCS sufferers, and seeking legitimacy for the diagnosis of multiple chemical sensitivity. The MBH Foundation will be funders in this area for the very long term and will not change from this important mission; continuity of funding is important to solving these important issues.

PURPOSE OF JOB
To provide professional leadership to the Board of Directors and the Scientific Advisory Board; to advance the organizational goals and objectives of the MBHF, carrying out the wishes of our benefactor, Marilyn Brachman Hoffman; to administer the implementation of Board policies and plans toward the accomplishment of the MBHF’s mission and goals; to extend the MBHF’s outreach and influence in the area of multiple chemical sensitivities (MCS).

PRINCIPAL RESPONSIBILITIES:

A. RESEARCH STEWARDSHIP: Provides coordination and information for all areas of research, advocacy and information dissemination for MCS, the foundation’s principal emphasis in grantmaking. In the role of Executive Director, becomes the foundation’s knowledgeable staff member who advocates for and is aware of issues in the MCS field on current as well as needed major research efforts. Under the direction of the Board and with input from the Scientific Advisory Board, the Executive Director facilitates grant awards, interim reports, evaluates progress toward goals and highlights possible areas of future research. Enhances the Foundation’s visibility by being active in domains of the scientific community that address MCS and by working closely with other professional organizations.

B. BOARD RELATIONS: Works with the President of the Board of Directors in implementing Board decisions, in coordinating the work of Board committees, in developing goals and long-range planning, and in reviewing progress toward those goals. Assists the President in planning and preparing agenda and materials for Board meetings.
Facilitates the preparation of materials for the Board, including all information needed by the Board for each meeting, and supervises all necessary arrangements to insure efficient meetings of the Board. Responsible for the official records of the Foundation, including all Board minutes.

Attends Board meetings in an ex-officio capacity. Makes reports on progress toward goals and major issues. Keeps the Board informed of activities, problems, and/or progress between Board meetings. Serves as a consultant on all Board committees, which are currently committees of the whole. Facilitates the preparation of information and materials needed for committee activities and meetings.

C. FISCAL AND HUMAN RESOURCE MANAGEMENT: Works with the Treasurer and the Chairs of Investments to provide grant budgeting, appropriate records and all fiscal records for the foundation. Develops resources and engages in publicity and other activities to supplement the financial health and grant-making potential of the organization, as the Foundation’s programs and budgets grow and as appropriate, becomes responsible for the hiring and retention of competent and qualified staff.

D. GRANTS AND PROGRAM MANAGEMENT: Maintains a current awareness of issues, research topics, research programs and national policy on MCS. In addition, is aware of and assists the Board in advancing the Foundation’s non-MCS objectives and grantmaking plans and activities. Initiates and cooperates with other MCS funding sources; attends, executes and participates in meetings, symposiums, conferences and workshops on multiple chemical sensitivities and the built environment, and maintains contacts with organizations involved in these areas. Oversees the maintenance of grants records.

PREFERRED QUALITIES AND QUALIFICATIONS:

1. Significant experience in the scientific/research community and an understanding of the grant proposal award process and related reports and publications. Demonstrated ability to participate in such research activities.

2. Ability to work as part of a team with Board members and to provide leadership in implementing Foundation programs and policies.

3. Demonstrated business acumen and capacity for balancing the competing needs within the multiple chemical sensitivities community of researchers, medical professionals and sufferers and for working effectively with all elements of the community.

4. Strong interpersonal and networking skills with diverse constituent groups.

5. Good sense of self with demonstrated qualities of integrity, loyalty, discretion and self-motivation.

6. Excellent verbal and written communications skills.
For the foreseeable future, the majority of the Executive Director’s work will take place virtually, but eventually the position will be based in the Dallas/Fort Worth area or in the southwest with direct easy access to DFW.

College degree required. Advanced degree (Masters or Doctorate in a science or medical field of study) is preferred.

Salary: $90-$120,000 commensurate with qualifications and experience

To apply for position, send cover letter and resume by March 15, 2021 to:

Thomas Cantrill, President
Marilyn Brachman Hoffman Foundation
1445 Ross Ave
Suite 3700
Dallas, Texas 75202

tcantrill@huntonAK.com