

## The Cabell Foundation

**Position: Executive Director**

**Location:** Richmond, Virginia

## About The Cabell Foundation

Established in 1957 by Robert G. Cabell III and Maude Morgan Cabell, The Cabell Foundation is dedicated to supporting the enduring needs of charitable organizations throughout Virginia, with a particular focus on the Richmond metropolitan area. With over \$136 million awarded to more than 400 agencies, the Foundation supports a wide range of nonprofit organizations focused on cultural arts, education, historic preservation, environmental conservation, civic projects, and social services.

## Position Summary

The Executive Director works in close partnership with the Board of Directors to lead strategic planning, grantmaking, community engagement, and operational oversight. The ideal candidate will be deeply knowledgeable of the Richmond nonprofit landscape and committed to fostering long-term partnerships that advance the Foundation's mission.

## Key Responsibilities

### *Grantmaking & Application Process Oversight*

- Engage in **discussions with potential grant applicants** to evaluate project eligibility based on the *Principles of Policy for the Guidance of Directors*, the organization's financial stability, and the fundraising plan designed to leverage potential challenge grants.
- Provide guidance and technical assistance to applicants; proposals submitted without prior contact will not receive priority consideration.
- Conduct **eligibility reviews and due diligence** for each application, preparing written recommendations and supporting documentation for Board meetings.
- Coordinate the **semi-annual Board grant meetings**, held on the third Thursday of May and November, where competitive grants are reviewed and awarded.

### ***Foundation-Initiated Grants (FIGs)***

- Identify **strategic funding opportunities** within Virginia that align with the Foundation's mission and deliver broad community impact.
- Lead development, evaluation, and oversight of these initiatives in collaboration with the Board.

### ***Director-Initiated Grants (DIGs)***

- Support each Board member in determining annual DIG allotments, reviewing eligibility, and offering **project ideas that align with community needs**.
- Provide administrative and strategic support in developing impactful DIG proposals and prepare a year-end summary report for the Board.

### ***Special Assistance Grants***

- Evaluate and present requests for **Special Assistance Grants** from eligible organizations experiencing challenges such as economic instability, natural disasters, or public health emergencies.
- Make funding recommendations to the Board for approval.

## **Community Engagement & Strategy**

- Serve as the Foundation's **primary liaison to the nonprofit and philanthropic community**, maintaining relationships with local and regional partners.
- Represent the Foundation in public forums and professional associations, staying informed on **sector trends and innovations**.
- Maintain active involvement in Virginia Funders Network, Exponent Philanthropy, Southeastern Council of Foundations, Grantmakers for Effective Organizations, and other networks as appropriate.

## **Operational Leadership**

- Oversee day-to-day operations in partnership with the Board President and Foundation Assistant.
- Ensure high standards of financial stewardship, compliance, transparency, and reporting.

## Qualifications

- Proven experience in nonprofit or philanthropic leadership, ideally with knowledge of the Richmond community and regional ecosystem.
- Expertise in strategic planning, grantmaking, and community partnership development.
- Excellent interpersonal, writing, and communication skills with a collaborative and values-driven leadership style.
- Financial literacy and experience in reviewing nonprofit budgets, project funding plans, and reporting.
- Passion for advancing the Foundation's mission areas, including cultural arts, education, preservation, environment, civic initiatives, and human services.

### **To Apply:**

Please submit a resume and cover letter expressing your qualifications and interest in the role. Applications will be accepted on a rolling basis.