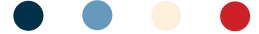


# Executive Director Institute

Visit [www.philanthropyclassroom.com](http://www.philanthropyclassroom.com) to learn more.



Are you newly charged with advising donors and managing charitable giving, maybe even setting up or professionalizing a private foundation?

Do you find yourself in a trusted position with your principals, but want to expand your skills, knowledge, and tactics to drive even greater impact?

Consider joining a cohort of similarly situated peers in this new professional development opportunity.

## Overview

The Executive Director Institute provides targeted technical and experiential education to empower key donor staff to deploy dollars quickly and with confidence in high impact opportunities. **We're looking for pilot participants in our first cohort to explore best practices and key issues in private philanthropy, such as:**

### Finance and Administration

- **Compliance for Private Foundations:** Basic compliance including tables and tickets, conflicts of interest, expense policies, record-keeping and more.
- **Budgets, Financial Statements and Accounting:** How do you present your financials to the board? What does the IRS require? Learn best practices for clear, straightforward financials for your organization.
- **Managing Board Meetings:** How often should the board meet, and what should be covered? What do good minutes look like? What should you send ahead of time? How do you manage a family board? Should you have independent board members?
- **Managing Investment Advisors:** What should you expect from your investment advisors and how do you develop an investment policy for a foundation that is intended to last in perpetuity? What about a spend-down foundation? What are your fiduciary responsibilities and how do you evaluate the materials you receive from your investment advisors?

### Program Development

- **Due Diligence:** What should you look for in potential grantees or investees? How do you evaluate their leadership? What do you do on a site visit? What are you looking for in the financials?
- **Expand your Toolbox with Innovative Instruments:** Learn how to use Pay for Success programs, recoverable grants, expenditure responsibility, direct charitable activities, and even grants to individuals.
- **Impact Investing 101 for Private Foundations:** What is the difference between "aligned" impact investing and "catalytic" impact investing? What are the legal concepts that you need to know? How do you find and evaluate potential investments?
- **Evaluating Impact:** How do you define the impact you are seeking to achieve with your philanthropic work? How can you evaluate the work of your grantees, but more importantly your own work as the organization that sets strategy and selects partners?

## Is This Program Right For You?

This program may be particularly useful for you if:

Your donor has the potential for significant philanthropic giving (\$10M+ per year).

You have limited experience on the giving side of organized philanthropy, though you may have a long track record working with your principals or running an operating charity.

You are the first (or one of the first) professional or full-time staff members working on the philanthropic giving for this donor or foundation.

You want to explore and understand innovative models of philanthropy.

Your funding source is based in the United States (as laws governing philanthropic vehicles are different in other countries).

# What You'll Gain

## Increased confidence and competence in structured philanthropy.

Following your participation in this program, you'll be better equipped to help your donors and/or their foundations ramp up the quantity and quality of grantmaking, through a private foundation, donor-advised fund, LLC or other vehicle.

## A cohort of colleagues in similar roles.

You'll join a cohort of professionals in similar, unique roles who can share their experiences and serve as a sounding board during the program and beyond.

## An opportunity to shape the program.

In exchange for a discounted rate, you will help us shape the program! As part of the pilot, we will ask for your feedback to improve the programming and experience for future cohorts.

# Program Structure



This is a **four-month program** with weekly virtual sessions culminating in an in-person convening.

90 min.

**90-minute meetings via Zoom** will be held generally **weekly from March 4 – May 31, 2024.**



The cohort participants will convene in **June 4-6, 2024, in Philadelphia** for in-person site visits, panel sessions, fireside chats, and networking/relationship development opportunities.



This is the first of two pilot cohorts.



The second cohort will be held **September 3 – November 29, 2024**, culminating the week of **December 2, 2024**, with a convening somewhere on the West Coast.

# Cost

Institute for Private Philanthropy is grateful for the support of an anonymous foundation in creating and launching this pilot program.

Thanks to this generosity, the fee payable by each participant in 2024 is **\$3,000.**

Each cohort member is also responsible for paying for and making their own travel and lodging arrangements for the in-person convening.



# Interested?

We'll be accepting expressions of interest and conducting exploratory interviews for Q+A with interested candidates starting in January. To make sure we can launch the cohort in March, we've set the following timeline:

<b>January 31</b>	Expressions of Interests are due.
<b>February 9</b>	Exploratory Interviews conclude (conducted on a rolling basis).
<b>February 13</b>	Final participant invitations issued (issued on a rolling basis).
<b>February 23</b>	Participation must be confirmed via participant agreement and payment.
<b>February 26</b>	Cohort finalized.
<b>March 4</b>	First cohort launches!

# We'd love to hear from you.

Have questions or feedback for us?

Visit [www.philanthropyclassroom.com](http://www.philanthropyclassroom.com) to learn more.

Executive Director Institute is a program offered by the Institute for Private Philanthropy.



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