

University of Louisiana Lafayette Foundation
President/Chief Executive Officer
DUTIES AND RESPONSIBILITIES

The President/Chief Executive Officer (Pres. /CEO), subject to the direction of the Foundation's Board of Trustees, shall provide overall supervision and management of all Foundation's financial operations, staffing and programs. The Pres. /CEO is responsible for ensuring the financial growth and stability of the organization and for ensuring that all investment, programmatic and fundraising activities are aligned with the mission and strategic priorities of the organization. The Pres./CEO shall have authority of developing long-range plans for the Foundation, in consultation with and subject to the direction of the Board of Trustees. Additional specific responsibilities include:

Organization and Governance

- Administer the Foundation in accordance with the Articles of Incorporation, Bylaws, and policies and directives of the Board of Trustees.
- Identify, cultivate, and orient new members of the Board
- Develop and provide periodic Board education on pertinent topics
- Develop an annual calendar of Board and Committee meetings
- Ensure compliance with Foundation policies, including obtaining annual conflict of interest declarations from Board members
- Prepare or have prepared corporate minutes for the Board and Executive, Nominating and Investment Committees;
- Ensure the Foundation's compliance with its Bylaws
- Ensure the Foundation's compliance with contractual agreements with the UL and BOR polices.
- Prepare official documents and interface with outside counsel on behalf of the Foundation, as appropriate
- Assist the Board in retaining outside counsel, as appropriate and coordinate all legal matters

Personnel Management and Supervision

- Provide leadership and supervision to the organization's professional staff—reporting directly to the Pres. / CEO will be a Chief Financial Officer and all other Foundation staff.
- Manage relationships with outside firms that provide the Foundation contracted services
- Develop a staffing pattern appropriate for the Foundation's assets under management and strategic direction
- Recruit new staff members and/or contractors as necessary and appropriate
- Develop and administer personnel policies

Finance, Investment, Audit and Compliance

- Guide development of operating, financial, gift acceptance, and investment policies
- Subject to Board directives, interface with and authorize actions by investment managers
- Ensure cooperation with Foundation independent auditors and ensure compliance with Louisiana Board of Regents and Legislative Auditor reporting requirements
- Approve disbursements from Foundation accounts in accordance with donor intent and applicable policy
- Develop and oversee the Foundation's annual operating and capital budgets
- Authorize spending in accordance with adopted budgets
- Ensure appropriate monthly, quarterly, and annual reporting to the Board, UL, Board of Regents and all other identified stakeholders.

Fundraising and Donor Relations

- Interface with the UL President, Vice President of Advancement and Development personnel concerning fundraising priorities and initiatives
- Guide development of a broad fundraising and gifts policy for adoption by the Foundation
- Interface with appropriate University Administration on development of a comprehensive fundraising and development plan by the President and assist with progress toward these goals
- Ensure that fundraising activities are in compliance with applicable state and local laws for 501©3 organizations
- Ensure that documentation of donations is legally sufficient with donor intent followed and appropriate stewardship and other recognition programs are created and fostered

Property Management

- Guide development of a comprehensive strategy for acquiring, managing, and disposing of Foundation real estate
- Under the directives of the Board, negotiate leases, sales, donation and other contractual arrangements involving Foundation properties
- Obtain and oversee services for repair, maintenance, and environmental cleanup of Foundation properties

Communications and Visibility

- Oversee a comprehensive communications and media relations strategy in coordination with UL to secure giving opportunities for UL and ULLF to increase region-wide visibility of the Foundation as a philanthropic organization
- Represent the Foundation to UL, the UL System, and the community-at-large
- Participate in community and other civic and service-oriented programs as appropriate, to enhance the organization's overall profile.