



BUSH
FOUNDATION

POSITION PROFILE

Grantmaking Director, Bush Fellowship Program

Bush Foundation

Saint Paul, Minnesota



KOYA PARTNERS
DIVERSIFIEDSEARCHGROUP

ABOUT THE BUSH FOUNDATION

The Bush Foundation invests in great ideas and the people who power them. This has been the case since the Foundation was founded in 1953. Archibald (Archie) and Edyth Bush set up the Foundation with few restrictions, ensuring that board and staff members through the years would have the flexibility needed to meet the challenges of the day. This ultimately set the stage for some of the Foundation's highest impact work.

Headquartered in St. Paul, Minnesota, the Foundation operates with a staff of 35, stewards an endowment that has grown to \$1.4 billion, and has a combined operating and philanthropic budget for 2023 of \$66 million.



Learn
more

**Bush
Foundation
Website**



Photo by: Carina Lofgren

In their words...

The Bush Foundation works to inspire and support creative problem solving — within and across sectors — to make our region better for everyone. Everything we do is to advance this purpose. It is what ties all our work together.

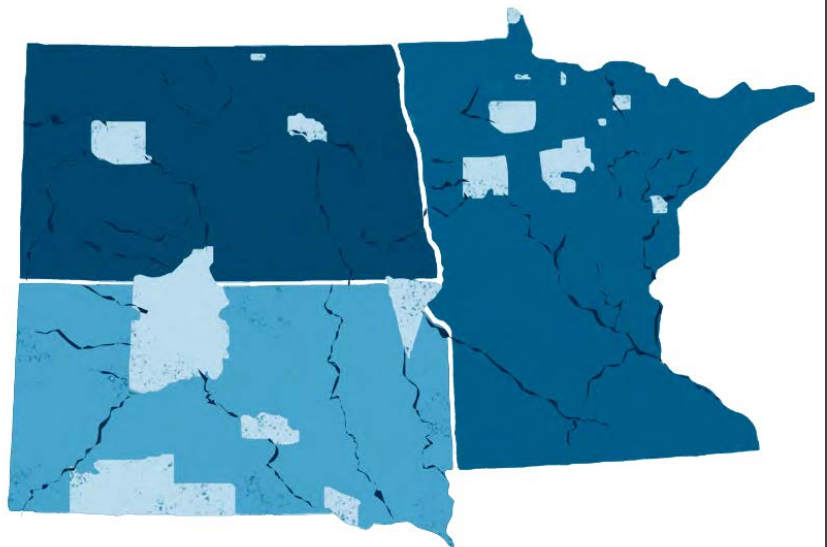
We invest in great ideas and the people who power them in Minnesota, North Dakota, South Dakota and the 23 Native nations that share this geography. This is both our tagline and our strategy to advance our purpose.

We work through open grantmaking programs to support efforts to: develop, test, and spread great ideas that will make the region better for everyone; and inspire, equip, and connect people to more effectively lead change.

These programs include:

- The [Bush Fellowship](#) funds individual development plans for leaders who want to be more effective in leading change.
- The [Bush Prize](#) provides flexible funding and recognition to organizations with a track record of making good things happen.
- [Community Innovation grants](#) and program-related investments (PRIs) directly support creative problem-solving efforts that have the potential for transformative impact in the region.
- [Ecosystem grants](#) provide operating support for organizations that others rely on for help in community problem solving.

How we do our work is as important as what we do, and our [operating values](#) guide everything we do.



THE OPPORTUNITY

The Bush Foundation is seeking a transformational leader to serve as its next Grantmaking Director for the Bush Fellowship Program. This Grantmaking Director provides strategic and day-to-day leadership for the Bush Fellowship Program (BFP), in addition to serving as an active resource and leader on all the Foundation's other funding opportunities.

Reporting to the Vice President of Grantmaking, the Grantmaking Director will join a strong team of three other Grantmaking Directors, five Grantmaking Officers, and a Grantmaking Coordinator. The Grantmaking Director will also partner closely with the Program Operations and Talent, Learning, and Evaluation Teams. The Grantmaking Director is a part of the Foundation's Management Team, contributing leadership and oversight for organization-wide strategic and operational decisions.

The Bush Fellowship is awarded to up to 24 people every year, recognizing both the extraordinary accomplishments and support for the potential of these individuals. The Fellowship is an investment in people so that they can make a large-scale difference in their communities. The Fellowship is a flexible grant of up to \$100,000 to help people strengthen and develop their leadership. Each Fellow defines their own vision and creates a unique Fellowship plan to develop the skills and build the relationships that will help make their vision a reality.



Responsibilities will include, but are not limited to:

- Lead and manage strategy and vision for the program, centering and applying equity in how and what we do.
- Oversee relationship management, including developing and maintaining relationships with grantees, past, active, and potential Fellows.
- Ensure strategic coherence and alignment with other grantmaking strategies at the Foundation.
- Review and select grantees across grant programs, working closely with Grantmaking Officers, other Grantmaking Directors and cross-Foundation teams.
- Source and develop potential major investments, working closely with other staff members and the Bush Foundation's board to review and analyze potential opportunities for risk and impact.
- Represent the Foundation externally by actively participating in and contributing to community discussions and activities, including providing issue leadership or support in priority areas as needed.



CANDIDATE PROFILE

While no one candidate will possess every quality outlined for this position, a successful candidate will bring many of the following professional qualifications and personal attributes:

PASSION FOR SUPPORTING INDIVIDUAL AND SYSTEMS CHANGE

We are looking for someone who has an understanding and experience of what it takes to drive systems level change and derives joy from working with others to do the same. The Grantmaking Director will bring energy and enthusiasm to inspire community leaders and the team to achieve new heights around equity and justice, and to articulate compelling visions for the future. They will bring a demonstrable commitment to racial and social justice, with an ability to help activate and elevate established generations of change agents. Leading with integrity and authenticity, the Grantmaking Director will be passionate about identifying and supporting leaders working to create change in their communities. To that end, the Grantmaking Director will recognize and honor the personal identities others bring to this work, with an added focus on [centering equity](#), as they work to transform their lived experience into bold ideas that will create large-scale change.

EXCEPTIONAL ENGAGEMENT AND COMMUNICATION SKILLS

We are looking for a leader of leaders – someone who has a track record of community leadership themselves and deep experience coaching other leaders to catalyze individual, organizational, and systems-level change. The Grantmaking Director will bring an ability to communicate effectively and with integrity to a broad group of stakeholders across the region. The Grantmaking Director will be a leader known for honesty, transparency, strong diplomacy, and for being an engaged and active listener. Both internally and externally, this individual will build and enhance the work of the Foundation through strong community partnerships. With a focus on deepening the impact of the Bush Fellowship Program, the Grantmaking Director will be skilled at continually strengthening the Foundation's powerful sense of shared purpose by engaging leaders in facing the opportunities and challenges ahead.

OPERATIONAL EXPERTISE

We are looking for someone with demonstrated experience driving change through exceptional operational oversight and direct implementation. The Grantmaking Director will have demonstrated success in both visionary leadership and hands-on execution within a complex and highly collaborative environment, including leading without direct reporting authority. A successful Grantmaking Director will be skilled at high level shaping of strategy down to executing and sustaining process details. Moreover, the Grantmaking Director will be nimble, efficient, and collaborative in managing challenges. Additionally, this leader will proactively create and leverage opportunities to grow the Foundation's impact, with the experience to understand and balance a complex array of organizational needs.



Photo by: Chris McDuffie

TRANSFORMATIONAL PEOPLE-CENTRIC LEADERSHIP

We are looking for someone who can assess a full landscape of possibilities, inspire others internally and externally, and who possesses the vision and fortitude to identify and support high impact candidates for the Fellowship and other Foundation programs. The successful Grantmaking Director will have training and expertise in talent management, organizational development, change management and culture building, and diversity, racial equity, and inclusion work. They will bring an exceptional ability to listen intently, think clearly, and respond effectively, empathically, and judiciously to a variety of ideas and challenges. This individual will have the skills to support others in challenging the status quo while remaining sensitive to the Foundation's place in the community. As such, the Grantmaking Director will be comfortable leading and engaging in conversations around historic injustices and equity within racially diverse and multi-generational contexts, both in person and virtually. Moreover, this leader will demonstrate capacity and willingness to bridge differences regarding issues of race, socioeconomic status, gender, and other aspects of identity.

RELATIONSHIP BUILDER AND COLLABORATOR

We are looking for someone who is excited and experienced at spotting and supporting potential and established leadership in a wide variety of contexts. A natural and deliberate consensus-builder, the Grantmaking Director will be skilled at building and sustaining excellent relationships across all levels, including the staff, leadership team, Board of Directors, external allies, and potential partners, as appropriate. The Grantmaking Director will bring a compassionate and empathetic approach in all interactions. Fundamentally, the right candidate will foster an environment where everyone can thrive, and newly engaged fellows, grantees, and community partners feel welcomed. Above all, this leader will see an inclusive organization and program representative of the full diversity of the region as an important opportunity for the Foundation to live out its values while achieving its vision. This will be demonstrated through experience mentoring, coaching, training, and actively working with people – peers, partners, and coworkers – to further their leadership potential.



COMPENSATION & BENEFITS

The salary for this position is \$168,578. We offer excellent benefits, including health, dental, life, and disability insurance; generous retirement contributions; professional development; and vacation, sick, and holiday leave.

The Bush Foundation embeds simplicity and equity in its approach to compensation. Salaries are tied to external benchmarks and regularly reviewed to make sure that employee contributions are fairly valued, and that Foundation pay is competitive in attracting talented people. All employees in the same roles are paid at the same rate, regardless of tenure or experience to avoid embedding disparities in the pay structure.

WORK ENVIRONMENT

The Foundation operates on a hybrid schedule with our primary office in St. Paul, MN. We are a place-based foundation with a focus on serving the people in Minnesota, North Dakota, South Dakota, and the 23 Native nations that share that geography. Employees are required to live in the region that we serve.

Staff are currently working in a hybrid environment, with a mix of virtual and in-person work so that we can strike a good balance between connection and flexibility. Twin Cities-based staff work on-site every Wednesday, with one additional ‘connection and learning’ on-site day each month. Once a quarter, staff who live outside the Twin Cities travel to our St. Paul offices for those two on-site days. Everyone is welcome to work in the office more frequently if desired.

Photo by: Zach Straw

TO LEARN MORE

The Bush Foundation has recorded a brief video to introduce themselves and discuss the Grantmaking Director role. On July 11, 2023, that closed caption recording will be [available on their website](#).

CONTACT

Koya Partners, the executive search firm that specializes in mission-driven search, has been exclusively retained for this engagement, with Chartise Clark and Tabatha Skelton of Koya Partners leading this search.

To express interest in this role please submit by [filling out our Talent Profile](#). All inquiries and discussions will be considered strictly confidential.

Koya Partners is committed to providing reasonable accommodation to individuals living with disabilities. If you are a qualified individual living with a disability and need assistance expressing interest online, please email NonprofitSearchOps@divsearch.com. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

The Bush Foundation values a diverse workforce and an inclusive culture — women, people of color, individuals with disabilities, veterans, and people from other underrepresented communities are strongly encouraged to apply for this role.

ABOUT KOYA PARTNERS

Koya Partners, a part of Diversified Search Group, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy—The Right Person in the Right Place Can Change the World—guides our work as we partner with nonprofits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world.

Learn more about how we can help you with your search on the [Koya Partners website](#).