

POSITION PROFILE

Senior Associate, Foundation Programs
Clayton, Dubilier, & Rice Foundation
NYC, New York

ABOUT CLAYTON, DUBILIER, AND RICE

With over 40 years of experience, Clayton, Dubilier & Rice (CD&R) is one of the most experienced and respected private equity firms in the world. The firm is known for its distinctive approach to private equity investing and has consistently delivered top-tier returns to its Limited Partners. Founded in 1978, CD&R has institutionalized its distinctive approach to private equity investing: good investments result from sound decision-making, and good businesses are built with a commitment to operational excellence. As of December 2021, CD&R has invested in more than 100 portfolio companies and has total assets under management in excess of \$50 billion. CD&R is currently investing its eleventh fund which totals \$16 billion and expects to launch fundraising for its 12th fund in 2022 which is expected to be ~\$20B+. CD&R practices private equity investing as a craft, relying on a dedicated and cohesive team with a shared sense of purpose and values.



The CD&R Foundation's mission is "Equity through Opportunity". This broad mission aims to support initiatives and organizations that drive access to economic opportunity through employment. It engages in direct grant-making and provides support to mission-aligned organizations. It also provides portfolio companies access to its knowledge of and connection to diverse talent developers, philanthropic capital, and resources to create an impact within their workforce and community. The Foundation also aims to share its access to workforce development insights to support all employers in evolving their talent/HR practices.

While roles across CD&R require varied skills and competencies, the behaviors and values shared are universal. All successful candidates will align and personally identify with CD&R's values.

Integrity. The hallmark of a great professional firm is its adherence to the highest standards of integrity. These standards include not only honesty, but an innate sense of fairness in our dealings with everyone inside and outside of the Firm and an absolute commitment to “doing the right thing.” Intellectual honesty includes a willingness to “face the facts” and to say “I don’t know.”

Candor. We must be able to speak clearly and frankly with each other and the outside world. Whether it is an internal discussion or a negotiation with an external party, we must be able to deliver all messages, including hard ones, in uncoated, uncluttered language. We recognize the importance of listening and communicating without bias or emotion as well as welcoming constructive criticism. Above all, that means not “blaming the messenger.”

Respect. CD&R is a small and unique partnership, and its structure is a huge advantage. But for that structure to be fully optimized, we must respect one another: every partner and employee brings valuable insights and opinions to the table and deserves to be treated equally and fairly. We can disagree – and we should – but that should never happen in a way that feels unfair or belittling. This applies to how we interact with the management teams in our portfolio companies as well as among ourselves. Respect is so central to our Firm’s operation that anyone who does not adhere to it should not be here.

Loyalty. Loyalty is the tie that binds us together. Outside of family obligations, the interests of the Firm come first. This value is an integral part of our differentiation and is essential if we are to build a Firm that will endure and thrive.

Passion. Committing billions of dollars requires our deal professionals to have a strong conviction about the quality of their investment ideas. Although this conviction must always rest upon rigorous and disciplined analysis and sound business judgment, the Firm requires true passion about the investments we make—a high level of confidence that we are investing in good market spaces, paying reasonable prices, and have sensible plans of operating improvements to anchor our projected investment returns.

Creativity. Creativity and entrepreneurial behavior is at the heart of our successful investments. We need to encourage a willingness to challenge conventional wisdom as we seek investment opportunities where we can develop non-obvious insights into markets and companies.

Courage. We must have the courage to make clear, tough calls on deals, people, and capital allocation both inside the Firm and in our portfolio companies. We need to have the strength to be bold in setting high standards and in executing strategies within the Firm and in our portfolio companies—and to change course when necessary.

Perseverance. We recognize that there are many obstacles to overcome in the pursuit of our goal. Perseverance is a hallmark of the Firm and its partners. We do what we say we will do. In Churchill’s words, “We never give up. Never give up.”

Teamwork. Mutual support, trust and an appropriate level of humility create the basis for working together. We cannot let individual egos interfere with the success of the Firm. We are committed to fostering the development and success of all of our professionals within the Firm as well as in our portfolio companies.

LEARN MORE:
cdr-inc.com

THE OPPORTUNITY

Clayton, Dubilier, & Rice Foundation (the Foundation) is looking for a strong customer-focused, relationship builder to serve as the Senior Associate of Foundation Programs. The Senior Associate will support grant administration and overall Foundation specialist administration/coordination support, working closely with the Foundation President, Director of Foundation Operations, and the Foundation Grants and Service Council (i.e., CD&R employee Foundation governance council).

The Senior Associate, Foundation Programs (Senior Associate) will be responsible for the successful implementation of the CD&R Foundation program in NYC. Acting as a key connector between grantees, program participants, CD&R employees, and the Foundation, the Senior Associate will need to thrive on being a bridge builder and excel in a complex, fast-paced environment. This is a unique opportunity for someone with experience in philanthropy, project management, management consulting, corporate social responsibility, or program management to build foundation practices in partnership with the President and Director of Foundation Operations.

Key responsibilities will be:

- Provide guidance and maintain frequent communications with program partners
- Manage and monitor grants and prepare funding reports
- Conduct program reviews and prepare reports for Foundation Board
- Analyze and troubleshoot program challenges
- Execute administrative duties within the foundation's local giving program, including database management
- Identify and contact new program partners for Foundation programmatic expansion
- Support development and facilitation of programmatic elements (employee volunteering, employee education sessions, and employee giving) of Local Foundation strategy
- In collaboration with Foundation President and Director, Foundation Operations, liaise with peer funders or partners, Foundation grantees, and CD&R employees for all Local Foundation program-related matters
- In collaboration with Foundation President and Director, Foundation Operations, collaborate and liaise with other CD&R Teams and functional areas to support Foundation initiatives
- This role will be responsible for measuring the impact of the grants as well as evaluating grantees; they will take this information and translate into action and refine processes
- Create connections between grantees and other funders (when/if appropriate)

CANDIDATE PROFILE

While no candidate will bring every qualification desired for the Senior Associate role, the list below encapsulates the key skills, qualities, and experiences that would best prepare someone to serve in this vital position.

Customer focused

Building strong customer relationships and delivering customer-centric solutions.

Action Oriented

Confirms what needs to be done and then does it; Acts without relying on unnecessary oversight; Moves quickly to seize opportunities; Takes on difficult challenges without procrastinating; Initiates timely action to address important issues.

Plans and Aligns

Plans and prioritizes work to meet commitments aligned with the finance team's and firm's goals; Creates a realistic timeline with steps outlined in the right sequence; Anticipates and minimizes bottlenecks or delays; Addresses risks and contingencies as part of the planning process; plans ahead to make sure critical resources are lined up for organizational priorities.

Ensures Accountability

Holding self and others accountable to meet commitments.

Manages Complexity

Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems.

Tech Savy

Proactively learns about new technologies and applies them to reporting challenges and opportunities.

Collaborative

Facilitates effective collaboration among coworkers and external advisors; Involves others in making decisions; Builds support for ideas among key stakeholders and decision-makers; Anticipates and addresses cultural norms and organizational and political difficulties or resistance.

Builds Networks

Effectively building formal and informal relationship networks inside and outside the organization.

Communication

Keeps others informed; Listens attentively to others' insights, advice, and instruction; Communicates clearly, concisely, and professionally; Adjusts communication content and style to the audience and a diverse set of stakeholders; Practices active and attentive listening skills to verify understanding.

Additional qualifications:

- Bachelor's Degree required
- 5+ years of relevant work experience
- Experience in corporate philanthropy and leadership or aligned experiences
- Experience partnering with non-profit organizations and leadership
- Experience driving design and execution of short-and long-term projects
- Able to engage and mobilize stakeholders across varying audiences
- Familiarity with database management (i.e, Salesforce, Deal Cloud, etc.)

COMPENSATION & BENEFITS

Salary is competitive and commensurate with experience. The salary range for this role is \$140,000 – 160,000, plus a generous and competitive benefits package.

CONTACT

Koya Partners, the executive search firm that specializes in mission-driven search, has been exclusively retained for this engagement. Turner Delano of Koya Partners have been exclusively retained for this search. To express interest in this role please submit your materials [here](#). 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.

Clayton, Dubilier, & Rice is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.

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.

For more information about Koya Partners, visit www.koyapartners.com.