

# POSITION DESCRIPTION

## FOR THE POSITION OF CHIEF EXECUTIVE OFFICER



January 2023

---

Much of this material contained herein is gained in confidence and as such should be regarded as confidential. Accordingly, it is understood that dissemination of this material should be limited to those individuals in your organization who are directly connected with this specific search or whom a reasonable person would agree have a need to know.

---

The logo for Diversified Search Group, featuring a stylized 'D' composed of three triangles (two blue, one gold) to the left of the text 'DIVERSIFIEDSEARCHGROUP' in blue and gold.

**DIVERSIFIEDSEARCH** Alta ASSOCIATES BioQuest grantCooper KOYA PARTNERS StorbeckSearch

## THE JOHN AND LILLIAN MILES LEWIS FOUNDATION OVERVIEW

---

Before his passing in 2020, Congressman Lewis created the John and Lillian Miles Lewis Foundation (JLMLF) to carry on his and his beloved wife’s passion for purposeful living and civic engagement. John and Lillian consistently demonstrated their love of learning, their unwavering devotion to teaching others, and their steadfast commitments to peace and building the “beloved community,” a world in which everyone values the dignity and worth of every human being, and their commitment to strengthening democracy through civic engagement with a goal of amplifying the voices of rising generations. They spent their lifetimes praying and moving their feet as they fought for justice, fairness and inclusion through peaceful and non-violent means. They realized that the fight for justice was a lifelong struggle and that everyone has a role to play. They believed in the power of collaboration. And they had unwavering confidence in the power of individuals to reimagine and build a better society.

When the Foundation launched in February 2022, John-Miles said “When my dad thought of this Foundation, it was his vision that it would support good work, inspire good troublemaking, and do its part to make the world a better place.” That is the Foundation’s mission.

[www.johnandlillianmileslewisfoundation.org](http://www.johnandlillianmileslewisfoundation.org)

*“As a nation, if we care for the Beloved Community, we must move our feet, our hands, our hearts, our resources to build and not tear down, to reconcile and not to divide, to love and not to hate.”*

A handwritten signature in black ink, appearing to read "John Lewis". The signature is fluid and cursive, with a large loop at the end of the last name.

## ROLE SUMMARY

---

Reporting to the Board of Directors, the Chief Executive Officer (CEO) will manage all JLMLF activities. Despite its recent establishment, the JLMLF’s dedicated mission to support good trouble has already garnered significant support and interest from a wide range of individuals and organizations.

The CEO must be comfortable with the high level of visibility that comes with this role and be mindful that their decisions, actions, and priorities must be reflective of the JLMLF’s mission and values. The CEO is expected to work diligently in an environment that demands and promotes personal and professional excellence.

The immediate priority for the CEO will be to create and implement a long- and short-term strategic plan, based on the established strategic vision and framework. The CEO will develop operating policies and procedures to implement the strategic plan, while keeping the Board informed on JLMLF activities and opportunities. Working collaboratively with the Board and other constituents, the CEO provides the intellectual, operational, and strategic leadership to realize the mission and vision of JLMLF.

The CEO will be the first permanent employee of the JLMLF and will initially work in conjunction with outsourced vendors that provide financial and accounting services, marketing and communications, technology support, fundraising and development support, and other administrative services. The CEO functions as the chief programs, executive and development officer, works collaboratively with Board members to set fundraising and programmatic goals and strategies, and executes against those goals. Over time, the CEO will build the staff necessary to carry out JLMLF daily operations including, financial management, fundraising, program management, communications, administration, and compliance with investment objectives and policies.

## RESPONSIBILITIES

---

- Work in partnership with the Board of Directors to develop, refine, and implement short and long term strategic plans that align with and reflect the priorities of the JLMLF.
- Maintain a strong and transparent working relationship with the Board of Directors.
- Serve as the JLMLF primary spokesperson to external audiences, including the news media, and represent JLMLF in local, regional, national, and global venues.
- Ensure all partnerships and programs align with the mission and goals of JLMLF and uphold its values, practices, and priorities. Must be able to discern activities and partnerships that might pose potential conflicts with the principles and intent of JLMLF.
- Set the direction for and tone of JLMLF management and staffing, and work to attract, motivate, develop, and retain excellent staff.
- Manage the Foundation's financial resources to ensure they are utilized prudently and with maximum positive impact. This includes developing and overseeing the implementation and periodic updating of effective auditing and financial controls; ensure the organization complies with all legal, contractual, or partnership obligations.
- Assist in the administration and management of operations of the Board of Directors and, in partnership with the Board, help cultivate and recruit additional Board members.
- Drive the development of funds to cultivate sources of revenue necessary for the ongoing operations, programming, and expansion of JLMLF. This includes securing staff to assist in development initiatives, identifying and soliciting grant opportunities, and guiding the Board and staff in the execution of fundraising efforts.

- Oversee the day-to-day operations and activities of JLMLF and ensure the organization is managed with integrity and efficiency in all its interactions and processes, ensuring timely filings and registrations, and managing correspondence.
- Respond to inquiries and requests from external entities seeking to engage, support, or collaborate with JLMLF.

*“Never, ever be afraid to make some noise and get in good trouble, necessary trouble. “*

## CANDIDATE PROFILE

---

The successful candidate will demonstrate through prior experience the following qualities, attributes, and accomplishments:

- **Visionary Leader:** A creative and politically astute leader with the ability to define a vision, set clear priorities, lead the creation of short and long term strategic plans, and deliver on the JLMLF mission and vision. Evidence of the ability to develop and implement new ideas and initiatives in a creative, responsible, and collaborative way.
- **Values-driven and self-aware:** Committed to the highest levels of personal and professional development and willing to elevate JLMLF goals and values beyond personal gain; ability to serve as the public face of the organization without promoting a personal agenda.
- **Financial acumen:** Exercises exceptional ability to use good judgment and maintain the financial stability of the JLMLF.
- **Unimpeachable integrity and trustworthiness:** Exhibits mature judgment in handling sensitive and confidential information.
- **Entrepreneurial mindset:** A self-starter with the ability to thrive in a start-up environment; possesses a high level of energy; not dependent on a large infrastructure to achieve results; and demonstrated ability to manage multiple and diverse assignments at the same time, under tight time constraints and with limited resources.

- **Relationship building and collaboration:** Ability to effectively strategize with and engage various groups and constituents to develop effective and collaborative working relationships.
- **People Management, Financial and Operational Abilities:** Ability to attract, build, and develop a high-performing staff and provide overall organizational leadership over finance and operations.
- **Exceptional Communicator:** Superior communication skills to express, both orally and in writing, the mission and goals of JLMLF with clarity, passion, and persuasion; ability to communicate with both internal and external constituencies and to represent JLMLF locally, nationally and globally.
- **Fundraising:** Record of achieving tangible results in growing revenue through multiple sources including grants, on-line, events, major individual giving, and capital campaigns.
- **Strategic Planning:** Experience developing and implementing short and long term strategic plans to build, grow, guide and diversify an organization consistent with its mission and values.
- **Marketing and Branding:** Ability to promote JLMLF and develop and implement a consistent messaging, communications, and marketing plan.

## TO APPLY

---

Diversified Search has been retained by the John and Lillian Miles Lewis Foundation to assist in this recruitment. Applications, nominations, and inquiries may be directed electronically, and in confidence, to: [JLMLF@divsearch.com](mailto:JLMLF@divsearch.com).

**Euris E. Belle**

**Managing Director**

404.942.6307

404.983.3009

[Euris.Belle@divsearch.com](mailto:Euris.Belle@divsearch.com)

**Jayne M. Traurig**

**Executive Assistant**

404.942.6306

404.358.5054

[Jayne.Traurig@divsearch.com](mailto:Jayne.Traurig@divsearch.com)