
THE TROY SAVINGS BANK

CHARITABLE FOUNDATION

Title: Executive Director

Location: Capital Region, New York

Foundation Type: Independent Private Foundation

FLSA: Full-time- Exempt

Hybrid Work Schedule: 3 days on site, 2 days remote

The Troy Savings Bank Charitable Foundation is an independent private foundation that philanthropically serves Albany & Rensselaer counties of New York State. The Foundation is the legacy of the former Troy Savings Bank and continues the bank's deep commitment to community engagement. Funding priorities include community development, youth development, and arts & culture.

The Foundation seeks a dynamic and community-focused individual to serve as its next Executive Director. Ideal candidates will bring expertise in philanthropic strategy, nonprofit management, and investment oversight as well as a commitment to supporting and empowering local communities.

The Executive Director reports to an active and community-engaged Board of Directors. In addition, a part-time Grants & Office Administrator provides administrative support for the Executive Director.

The Foundation typically awards between \$500,000 - \$600,000 annually through its Community Grantmaking program and reviews grant requests quarterly. In addition, the Foundation offers a participatory grant program with two grant cycles per year and a targeted mini-grant program that reviews requests annually.

JOB RESPONSIBILITIES

Grant-Making Program Development and Implementation

- Design and lead effective grant-making strategies aligned with the foundation's mission and goals.
- Evaluate and manage grant programs to ensure high impact and positive outcomes within the community.
- Engage with nonprofit leaders to understand community needs and opportunities for collaborative initiatives.

Community Engagement

- Foster and maintain relationships with nonprofit organizations, local government officials, and other community stakeholders.
- Act as a representative of the foundation, building partnerships and advocating for community-led solutions.

Investment and Fiscal Oversight

- Oversee the foundation's \$14 million investment portfolio, ensuring compliance with the organization's investment policy and objectives.
- Manage and supervise the foundation's investment management firm, regularly reviewing portfolio performance and reporting to the board.
- Ensure sound financial practices, overseeing budgeting, financial reporting, and the maintenance of high standards of fiscal responsibility.

Board Support and Management

- Serve as the primary liaison to the Board of Directors, providing strategic updates, financial reports, and insights on foundation operations.
- Staff and support the work of Board of Directors meetings, including committees and subcommittees.
- Work closely with the board to develop, implement, and evaluate organizational policies and long-term goals.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to remain in a stationary position for a prolonged period of time during a work shift.
- Constantly positions and moves to perform essential job duties.
- Frequently moves material weighing up to 20 pounds across and around work areas with or without assistance.
- Proper lifting and safety techniques required.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Applicants should be competent users of the Microsoft Office suite of products, including Word, Excel, and PowerPoint. In addition, applicants should have experience with the Foundant grantmaking software application or similar software.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position that requires local travel and community engagement, and hours of work and days are Monday through Friday. This job can be accomplished on a hybrid schedule, but at least 3 days per week are required in the Troy, NY office to meet the Foundation's community engagement and philanthropic service goals.

OTHER INFORMATION: In compliance with New York State's Pay Transparency Law, the annual base salary range for this position is USD \$105,000 - \$120,000. The Troy Savings Bank Charitable Foundation considers factors such as (but not limited to) scope and responsibilities of the position, candidate's work experience, education/training, key skills, internal peer equity, as well as market and organizational considerations when extending an offer. This pay range represents base pay only. The Troy Savings Bank Charitable Foundation also provides high-quality, comprehensive benefits including health care coverage, generous paid time off and ways to save for the future.

INTERESTED CANDIDATES: Submit cover letter and resume as a single Word or PDF document via Indeed through this [link](#). Please submit responses electronically. Application will be open until it is filled. We thank all candidates for their interest; however, only those selected for an interview will be contacted.

EOE

Local Candidates Only.

No Phone Calls or Third-Party Recruiters.

Disclaimer: The Troy Savings Bank Charitable Foundation, Inc. Does not accept unsolicited assistance from search firms / employment agencies / third-party recruiters for any of its employment opportunities. Please, no phone calls or emails to any employee or Board Member of The Troy Savings Bank Charitable Foundation, Inc. about this opening. All resumes submitted by search firms / employment agencies / third-party recruiters to any employee at The Troy Savings Bank Charitable Foundation, Inc. via-email, the Internet or in any form and/or method without a valid written search firm agreement in place for this position will be deemed the sole property of The Troy Savings Bank Charitable Foundation, Inc.; no fee will be paid in the event a candidate is hired by The Troy Savings Bank Charitable Foundation, Inc. as a result of the unsolicited referral or through other means.