

# THE JOHN RANDOLPH AND DORA HAYNES FOUNDATION

## Recruitment for the New Position of EXECUTIVE DIRECTOR

*We are looking for a proven leader with a commitment to civic life to lead the Haynes Foundation at this exciting time as we launch our new Governance & Democracy Grantmaking Initiative.*



# Haynes Foundation Executive Director

**Location: Los Angeles, CA**

**Reports to: The Haynes Foundation Board of Trustees**

*This is a full-time exempt position and will require presence on-site in the downtown Los Angeles office.*

**THE JOHN RANDOLPH HAYNES AND DORA HAYNES FOUNDATION**

**[HTTPS://HAYNESFOUNDATION.ORG/](https://haynesfoundation.org/)**

Established in 1926 by a prominent, reform-minded physician and his suffragist wife, the John Randolph Haynes and Dora Haynes Foundation is a leading supporter of social science research for Los Angeles County. It is also the oldest private foundation in the city.

Each year, the foundation spends up to three million dollars distributing grants and scholarships to individuals at public and private institutions, most of them local. Those funds, in turn, are used to encourage study and research into the underlying causes of social problems within Los Angeles and to recommend ways of addressing them.

In 2022, the Haynes Trustees adopted a new Governance & Democracy Grantmaking Initiative to strengthen democracy and advance good governance within the Los Angeles region. The new initiative is firmly rooted in the Haynes Foundation's rich history, enduring mission, and near century of work bridging quality academic research and action to identify and advance solutions to complex regional challenges.

The specific focus on governance and democracy emerged from conversations around the Haynes trustees' own board table, and beyond, in gatherings and interviews with diverse experts and leaders across multiple sectors and subject areas.

Guided by regional voices calling for actionable solutions to drive positive change, our new initiative seeks to support solution-focused research that provides data to shape innovative, evidence-based problem-solving. In fulfilling its historic mission to address pressing regional issues, the foundation is looking to fund both planning and research grants that include multisector partners such as academic researchers, stakeholders, and policy makers.

Over the years, the foundation has funded hundreds of important urban studies in education, transportation, local government, elections, public safety, demographics, public personal services, and natural resources.

In doing so, the foundation has remained true to its founder's philosophy and mission of promoting the social betterment and well-being of humankind.

# Our Values

**The Haynes Foundation's Governance & Democracy Grantmaking Initiative is guided by five core values:**

## Quality

We value quality research—unbiased, fact-based, scientific research. Good-quality research provides robust, ethical evidence; stands up to scrutiny; and can be used to inform policy making. It should adhere to the principles of professionalism, transparency, accountability, and auditability.

- The problem should be well-formulated, and the purpose of the study should be clear.
- The study approach should be well-designed and executed.
- The study should demonstrate an understanding of related studies.
- The data and information should be the best available. • Assumptions should be explicit and justified.
- Findings should advance knowledge and bear on important policy issues.
- The implications and recommendations should be logical; warranted by the findings; and explained thoroughly, with appropriate caveats.
- The documentation should be accurate, understandable, clearly structured, and temperate in tone.
- The study should be compelling, functional, and relevant to stakeholders and decision makers.
- The study should be objective, independent, and balanced.

## Implementation

We value moving beyond studying, talking, and handwringing, we value and prioritize the hard, imperfect work of implementing real, measurable solutions that help people in our drive to strengthen democracy and advance good governance practices within the Los Angeles region.

## Collaboration

We value collaborative research, which treats practical researchers (practical research refers to the building of knowledge useful to practice that adheres to the principles of scientific inquiry), stakeholders, policy makers, and changemakers as partners working toward the same ends. The research should involve stakeholders in the process of defining research questions and identifying viable solutions. We believe collaborative research tends to get more stakeholder buy-in and can help spot systemic problems that might be overlooked using more traditional methods.

## Transparency

We trust our grantees and the experience and expertise they bring to each project. We value clear, direct, accessible, actionable language in our communications, grant request proposals, and research results. We share information in a candid and timely manner.

## Accountability

We hold ourselves responsible for managing and directing the funds entrusted to our stewardship to achieve results and make a measurable impact on improving the well-being of people throughout the Los Angeles region.



# Haynes Foundation Executive Director

## THE POSITION

The Haynes Foundation has created a new position of executive director (ED) to build upon the foundation's rich history, enduring mission, and near century of work bridging quality academic research and action to identify and advance solutions to complex regional challenges. To further that mission, this new leader will be called upon to lead and help shape the foundation's future and implement its new Governance & Democracy Grantmaking Initiative.

Reporting to the nine-member Haynes Foundation Board of Trustees, the ED will lead and implement the vision, overall grantmaking strategy, and goals of the foundation. They will be an active, visible, recognized, known, and respected go-to philanthropic leader and spokesperson representing the Haynes Foundation across a variety of regional sectors.

The ED will work in close collaboration with the Haynes trustees to modernize the foundation's current grantmaking administrative processes, solicit, review, and present proposals for funding support to multisector, practical research teams seeking to solve complex regional challenges with data-driven solutions.

As the leader of the Haynes Foundation, the ED will be the public face of the foundation and a champion of, and passionate about, advancing good governance and strengthening democracy within the Los Angeles region. The ED will bring energetic, strategic, and visionary leadership to the Haynes Foundation; have a track record of success in organizational leadership; be skilled at communicating and building effective relationships and collaborating across a wide array of academic, philanthropic, stakeholder, and policy maker partners; have experience leveraging resources through partnerships with academia, public agencies, philanthropic partners, the nonprofit sector, and policy makers; and, with a high degree of cultural competence, understand and model the importance of diversity, equity, and inclusion in all aspects of their work.

## ATTRIBUTES AND CHARACTERISTICS

- Embraces the "Haynes Vision" of the power of research to drive data-driven, positive regional change
- Is passionate about advancing good governance and strengthening democracy
- Is committed to civic leadership and the importance of civic life
- Is active, known, and respected within the Los Angeles community
- Has a sense of urgency regarding the importance of governance and democracy
- Is eager to take on a challenging, full-time, active, and public-engaged position
- Is change oriented
- Has deep humility and respect for grantees and the communities with which the Haynes Foundation works

# Haynes Foundation Executive Director

## SKILLS

- Ability to be a thought leader with and guide the board of trustees while being led by the board's vision and direction
- Proven ability to bring diverse people together around a common purpose
- Communication skills to share and disseminate research findings and lessons learned from our grantmaking
- Ability to engage and connect academic researchers, regional stakeholders, and policy makers
- Ability to build and create a respected and sought-after community presence for the Haynes Foundation

## EXPERIENCE

- At least ten years of progressively advancing responsibility and leadership in complex environments promoting positive change and successfully implementing initiatives while working with board members and leaders across organizations and sectors
- Experience drafting and managing organizational budgets; proven capacity to develop strategic and responsive financial and administrative planning processes that are adaptive to changing funding and priorities
- Work experience in Los Angeles County academic research, community advocacy, and public policy environments
- A sophisticated understanding of building relationships across different sectors, networks, fields, and cities to identify and advance common visions of progress and success
- Knowledge of academia and the critical elements of quality academic research that drive change, understanding of the challenges facing the region, and relationships with regional public policy makers and agents of change.

## THE IDEAL CANDIDATE

The Haynes Foundation's ED will be an experienced, people-centric, results-focused, and collegial leader who is passionate about the foundation's mission and strategic direction. The ED will cultivate connections among academia, regional stakeholders, and policy makers to advance good governance and strengthen democracy within the Los Angeles region.

The ideal candidate is an excellent listener, a network weaver, and a proactive collaborator who fosters a culture of candor, trust, and partnership to cultivate productive working relationships with both internal and external stakeholders—trustees, staff, grantees, and partners. The ED will oversee an administrative assistant.

## EDUCATION

A bachelor's degree from an accredited college or university; an advanced degree is desirable. The Haynes trustees recognize academic credentials alone are not indicative of leadership experience and potential; a mix of academic and professional background and work experience will be considered.

# Haynes Foundation Executive Director

## KEY AREAS OF OVERSIGHT

Organizational leadership: provide vision, direction, inspiration, and motivation necessary to ensure a positive, fulfilling organizational culture and the foundation's success.

Organizational management: make decisions that result in efficient, effective, accountable, and ethical foundation functioning.

External leadership: contribute to leadership, dialogue, collaboration, support, and solution seeking among regional stakeholders, academic researchers, and policy makers to advance good governance and strengthen democracy; source grant proposals; and be an active participant and leader in the philanthropic community with experience and ease around civic life.

## COMPENSATION AND BENEFITS

**SALARY: \$250K+**

Commensurate with skills and experience. The foundation also offers a generous benefits package, including paid vacation and sick time, thirteen paid holidays, a health-care allowance and retirement contribution, vehicle lease or stipend, and a discretionary annual performance bonus.

## VACCINE REQUIREMENTS

Because the health and safety of our colleagues is important to us, we require all employees to be fully vaccinated against COVID-19, unless they are entitled to a reasonable accommodation under applicable law.

## RESIDENCY

We are so passionate about the work we do within Los Angeles County that we do not permit employees to work remotely out of state. The ideal candidate will live in the Greater Los Angeles area and will be required to work on-site at the foundation office in Downtown Los Angeles.

## APPLY

We are partnering with Mary Chambers of the Chambers Consulting Group for this recruitment. To apply for this position, please submit a résumé and one-page cover letter expressing your interest in this position, sharing your qualifications, and describing why you are passionate about advancing good governance and strengthening democracy in Los Angeles County to [HaynesFoundationEDSearch@gmail.com](mailto:HaynesFoundationEDSearch@gmail.com). Please include "Haynes Foundation ED Application" in the subject line of your email.

Confidential inquiries are encouraged and can be directed to Mary Chambers via email at [ChambersConsultingGroup@gmail.com](mailto:ChambersConsultingGroup@gmail.com) or 213-393-8800. Applications received by February 17, 2023, will receive priority, but the position will remain open until filled.

The Haynes Foundation is an equal opportunity employer. It is our policy to provide equal opportunity to all employees, applicants, and grantees. The foundation does not discriminate against any person because of race, creed, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or political affiliation. We encourage all qualified applicants, especially members of historically underrepresented groups, to apply.