

## **Executive Director Job Description**

The Hideo Sasaki Foundation Board of Trustees seeks a strategic and collaborative Executive Director to ensure its long-term financial sustainability and mission impact. Reporting directly to the Board of Trustees, the Executive Director has overall operational responsibility for the execution of the foundation's mission, management, programs, and partnerships. The Executive Director will lead the foundation's day-to-day operations and provide support to the board's strategic planning initiatives. This role is well suited for a person who combines field credibility with strong financial and operational leadership, a deep commitment to building a human-centered workplace, and a track record of strengthening and demonstrating organizational value. The Executive Director will also contribute ideas for the foundation's future direction through collaboration with the Board of Trustees.

### **Advance the Vision & Mission**

The Executive Director leads in clearly communicating the vision for the future of the foundation, reflecting its mission and core values.

*A future in which the power of community-based planning and design is fully realized for the benefit of the public good.*

*Through research, public programs, design education, and partnerships, the Hideo Sasaki Foundation takes an interdisciplinary approach to tackling global challenges in our local context of Greater Boston and beyond. The foundation supports inclusive approaches that bridge the physical environment, community and social needs, policies and governance, and economic forces to shape equitable communities.*

### **Optimize Operations**

The Executive Director manages the foundation's day-to-day operations – defined as the functions that keep the organization running effectively and responsively. The Executive Director is responsible for refining, managing, and delivering the foundation's strategic initiatives and sustaining the foundation's sponsorships and partnerships. The Executive Director should have proven capacity to lead through an equity-focused, values-driven lens while exercising sound judgment in operational and financial decision-making. Critical tasks include staff supervision, tracking budgets and finances, grant writing, fundraising, coordinating logistics for events and partnerships, managing calendars and communications, and maintaining operational processes for staff participation.

## **Reinforce the Foundation's Three Pillars**

The Executive Director oversees and implements the three pillars of the Hideo Sasaki Foundation – defined as Design Research, Public Programming, and Design Education. The Executive Director stewards the legacy of Hideo Sasaki by balancing design grants and supporting community projects; events and dialogues; and mentoring and workforce development programs. This work occurs in close collaboration with working groups and committees composed of trustees, the Executive Director, and staff.

## **Foster Innovation & Community**

The Executive Director models key equity competencies and is a proactive connector between staff, nonprofit organizations, community organizations, youth organizations, students, civic leaders, city agencies, academic institutions, and the design community. Strategic planning – defined as long-term visioning, governance, and oversight – is led by the Board of Trustees, with the Executive Director supporting its implementation.

## **Responsibilities**

The Executive Director will ensure programmatic excellence, rigorous evaluation, and consistent quality of financial security, administration, and communications.

### **Leadership**

- Lead with effective, inclusive management skills, working productively across differences in gender identity, race, ethnicity, and socio-economic backgrounds.
- Support a strong Board of Trustees to ensure organizational sustainability.
- Partner effectively with the Board of Trustees to support strong governance, shared accountability, and strategic decision-making.
- Translate strategic priorities into clear goals, operational plans, and measurable outcomes.
- Cultivate and maintain the foundation's critical relationship with Sasaki Associates.

### **Management of Staff & Programs**

- Prepare annual work plans to guide programs and staff.
- Recommend timelines and resources needed to achieve strategic goals.
- Lead, mentor, and support a talented staff team, fostering a human-centered culture of trust, accountability, learning, and collaboration.
- Ensure effective systems to transparently track progress and evaluate programs.
- Actively engage foundation volunteers, board members, and partnering organizations.
- Integrate and strategically connect the foundation with the staff and practice of Sasaki.

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## **Financial Oversight & Management**

- Work with the Board of Trustees to prepare a comprehensive annual budget.
- Approve expenditures within board-delegated authority.
- Administer funds according to the approved budget and monitor financial performance using clear financial and impact metrics to evaluate organizational health, program effectiveness, and strategic progress and inform decision-making.
- Provide the Board of Trustees with regular reports on revenue and expenses.

## **Sponsorships & Fundraising**

- Develop and implement a diversified funding strategy to support existing program operations and balance revenue streams across all pillars.
- Actively lead and participate in fundraising including donor cultivation, board-supported sponsorship activities, grant writing, and grant and sponsor management.
- Build robust, trusting, and long-lasting relationships with key funders, grounded in transparency and mutual value.
- Broaden and refine external communications to strengthen visibility and accessibility.
- Represent the foundation at community and partner activities, generating opportunities.

## **Programs & Partnerships**

- Oversee the planning, implementation, and evaluation of the Foundation's programs and services, provide hands-on leadership and support to staff when appropriate.
- Ensure contribution to the mission and alignment with Strategic Plan priorities.
- Cultivate strategic relationships with peer organizations, funders, and field leaders to advance shared goals and collective impact.
- Serve as a local and national thought leader, communicating and publishing about the Foundation's programs with an emphasis on meaningful impact and public benefit.
- Collaborate with the Board and staff on program development within the three pillars.

## **Qualifications**

### **Required Experience**

The ED will be deeply committed to the foundation's mission, with proven leadership and relationship management experience. While no single candidate may embody all the qualifications below, an ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences, as well as passion, integrity, adaptability, and a mission-driven orientation. We are committed to building a diverse, inclusive, and equitable workplace and we strongly encourage candidates from underrepresented backgrounds in our field to apply.

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- Advanced degree with 5+ years of senior management experience. Two years of additional professional experience will be considered as an alternative for an advanced degree.
- Demonstrated leadership of mission-driven organizations or teams.
- Experience managing day-to-day operations, supervising staff, and overseeing organizational processes.
- Demonstrated experience in fundraising, donor cultivation, and grant writing.
- Strong organizational skills.
- Demonstrated financial acumen.
- Familiarity with collaborative design workflows, interdisciplinary design practice, or iterative creative workflow.
- Demonstrated ability to think strategically and execute tactically as part of a team.
- Independent initiative and a collegial spirit in sharing ideas and receiving feedback.
- Demonstrated commitment to equity, inclusive leadership, and community engagement.
- Experience effectively collaborating and communicating with diverse constituencies in a variety of settings, including community organizations and youth.
- Demonstrated external communications and marketing experience.

## **Preferred Qualifications (Nice-to-Haves)**

- Past success working with a Board of Trustees and cultivating board relationships.
- Experience maintaining a working board, particularly in service of fundraising goals.
- Experience working with or within a private foundation.
- Multilingual, multicultural, or cross-cultural experience.
- Knowledge of the Greater Boston civic, community, or nonprofit landscape.

## **Compensation & Benefits**

The salary range for this position is \$110,000 to \$125,000. Starting salary will be determined based on candidate qualifications.

Our benefits package includes the following:

- Comprehensive health, dental, and vision insurance
- Health Savings Account
- Flexible Spending and Dependent Care Accounts
- Paid time off, including vacation and nine (9) holidays
- Flexible work environment
- Paid parental leave
- Commuter benefits
- Professional development support and growth opportunities

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## **Responses**

### **Cover Letter**

In addition to demonstrating that your qualifications will ensure the long-term financial sustainability and mission impact of the foundation, please incorporate into your cover letter how you have used community-based planning and design for the public good.

### **How to Apply**

If you are interested in learning more or being considered for this position, please email your cover letter and resume to [\*\*hireing@sasakifoundation.org\*\*](mailto:hireing@sasakifoundation.org).

We will consider applications on a rolling basis.