



Position Specification

The Tinker Foundation

President and Chief Executive Officer

Private and Confidential

Our Client

The Tinker Foundation is a medium-sized, New York-based, private foundation established in 1959 to promote the development of equitable, sustainable, and productive societies in Latin America and to foster understanding of the region in the United States. With an endowment of \$85 million, the Foundation awards grants that foster the creation of effective policy changes to improve the lives of Latin Americans, provides graduate students from select U.S. universities with the opportunity to study in the region, and honors outstanding mid-career scientists working on issues related to Antarctica.

Tinker's **Institutional Grants** have as their goal the creation of effective policy changes to improve the lives of Latin Americans. Today the Foundation's three areas of focus are those where expert research and innovation have the potential to make significant positive impact on the ground.

- **Democratic Governance** – These grants aim to establish conditions for equitable economic growth by strengthening the institutions for democratic governance, particularly those related to public security, access to justice, and financial inclusion.
- **Sustainable Resources Management** – Tinker's work on the environment is focused on efforts that support sustainable management of habitat and resources and incorporate social and economic dimensions affecting the well-being of local communities. Projects address these challenges at multiple levels ranging from engaging with policy makers, to capacity building, standards development, and implementation.
- **Education** – Education grants aim to improve access to high-quality secondary or vocational public education. Proving and scaling successful interventions are key goals for the Education program, where scale can be defined at the local, regional, or national level. Funds may be used to develop new programs, to conduct applied research and evaluations that will facilitate replication or adoption of successful programs by policy makers, or to generate public and policy debate on the topic.

The Foundation's **Field Research Grants Program** is designed to provide graduate students studying Latin America with a first-hand experience of their region of study. The grants provide graduate students with funds for travel to and within Latin America to conduct pre-dissertation research. These awards allow students to acquire a comprehensive knowledge of language and culture, familiarize themselves with information sources relevant to their studies, conduct pilot studies and preliminary investigations, and develop contacts with scholars and institutions in their respective fields.

In addition, Tinker supports the **TinkerMuse Prize in Antarctic Science and Policy**. This award honors the passionate interest of the Foundation's first President, Martha Muse, who came to understand Antarctica as a continent crucial to global well-being and an example of the potential for international cooperation and diplomacy. The \$100,000 prize is awarded to mid-career scientists who have demonstrated excellence in Antarctic science and is administered independently by the Scientific Committee on Antarctic Research at Cambridge University.

The Role

Reporting to the Board of Directors of the Tinker Foundation, the new President and CEO will have responsibility for leading the Foundation through its continuing evolution, strategically and pragmatically addressing how to further develop and deliver on its mission in the face of the rapidly evolving political and economic landscape in the Americas. The CEO will work to ensure Tinker's role as a catalytic player able to identify and bring resources and expertise to emerging or previously overlooked issues facing the region. Working closely with the Board, s/he will determine program priorities. The CEO will oversee a broad grants program, develop and execute the budget, and put in place metrics and evaluation processes to accurately assess the impact of Tinker's grant-making.

The CEO represents the Foundation in the broader development community and will develop and maintain a network of partners and collaborators active in Latin America across the philanthropic, government, and private sectors. S/he will work with the Board to identify opportunities to leverage the influence, expertise and grant-making of the Foundation in order to enhance the impact of Tinker's programs.

The CEO is a voting, ex-officio member of the Foundation's Board of Directors and, working closely with the Board's Investment Committee, oversees Tinker's endowment. The ability to hire, develop, and energize a small and dedicated team is essential to the position.

This position is based in New York City and requires the ability to work in the United States (US citizen or permanent resident) and to travel regularly to Latin America.

Responsibilities include:

Programmatic

- Execute the Foundation's strategy as approved by the Board
- Develop and sustain a pipeline of relevant projects
- Manage the project review and evaluation process, with direct responsibility for at least one of the funding areas.
- Maintain a broad network of relationships among NGOs, government officials, academics and others throughout Latin America and the United States.
- Maintain contacts with past, current and prospective grantees
- Oversee the TinkerMuse Prize

Administrative

- Support the Board of Directors
- Participate actively in the Board's development of strategy
- Manage public relations and stakeholder outreach
- Represent the Foundation to external audiences in the United States and in Latin America
- Monitor relevant legal, tax, accounting and grant making issues and assure the Foundation's compliance with laws and best practices
- Hire and evaluate staff (currently, 5 full time employees)

Financial

- Develop and execute the annual budget
- Oversee – in conjunction with the Finance Committee of the Board – the investment portfolio, including strategy development, performance monitoring and liaison with outside advisors
- Direct financial and tax reporting.

Candidate Profile

Tinker's current CEO, Renate Rennie, is retiring after 44 years with the Foundation, including 20 years as its President and CEO, leaving behind a rich and enduring legacy. We are looking for an experienced Latin Americanist with the vision, and the operational and managerial skills to build on Tinker's proud heritage and ensure that the Foundation and its programs continue to thrive.

The successful candidate will be respected for his/her understanding of the socio-economic and political landscape of Latin America and with the cultural sensibility to interact effectively across sectors and constituencies in the region. S/he will ideally have had significant exposure to one or more of the Foundation's programmatic priorities gained through previous relevant philanthropic, programmatic, policy, or private sector experience. S/he must be passionate about Tinker's mission and a credible leader and spokesperson for the work of the Foundation as required.

We are looking for a hands-on organizational and programmatic leader: an experienced and disciplined manager who can steer the Foundation towards its strategic goals and manage its financial resources efficiently.

Qualifications and experience required for this role include:

- Extensive experience working with Latin America and the ability to operate seamlessly across the region and the United States.
- Fluency in English and Spanish
- Ability to work in the United States (US residency or valid US work permit)
- Experience interacting with NGOs, international development agencies, and/or grant-making institutions.
- Capacity to constructively challenge the conventional wisdom or accepted ways of doing things and generate innovative but pragmatic ways to address changing scenarios.
- Strong networking skills; at ease in a front-facing role.
- Ability to build and lead a strong team and to encourage multiple perspectives and talents.
- Ability to develop and sustain excellent relationships with staff, Board, and relevant external partners.
- Highly ethical and with strong judgment;
- Energetic, motivated, decisive, passionate about Tinker's mission, with a high capacity for work.
- At least 15 years of work experience. Advance degree preferred.

Contact

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