

# **The Tomberg Family Philanthropies**

**An informal family foundation**

*Helping You Improve the World.*

## **Advisory Board Member Position**

### **Overview:**

The Tomberg Family Philanthropies is pleased to announce that we are recruiting an additional member for our Advisory Board. Our Advisory Board reviews grant proposals, makes funding recommendations and works on other matters related to the organization's operations, grant making, and policies. It is the primary organizational body of the Tomberg Family Philanthropies.

We are a small informal family foundation with a mission to fund well-run and effective programs that make a difference in the areas of poverty alleviation, the environment, health and education.

The Tomberg Family Philanthropies is an equal opportunity organization.

### **Location:**

Advisory Board members are able to work from their homes for most of the time. We also hold an annual funding meeting over the course of a long weekend in February, usually in the San Francisco, California area where our office is located. Advisory Board members are expected to participate in this meeting in person.

### **Compensation:**

Advisory Board members serve without monetary compensation. However, the Tomberg Family Philanthropies will pay all their reasonable travel and project-related expenses including transportation to our funding meetings and accommodation there.

### **Time Commitment:**

Each term is for a period of two years. We currently do not have a limit on the number of terms that a member may serve.

The time commitment will be the highest around our Letter of Inquiry review period in September and October and during our annual funding meeting in February. There will be times where little or no effort will be required.

**Application Deadline:** August 10, 2016

## **Responsibilities:**

- Read, evaluate, prioritize and make funding recommendations for the Tomberg family's review, Letters Of Inquiry and full proposals from grant seekers in accordance with the stated priorities, processes, and procedures of the Tomberg Family Philanthropies.
- Monitor and review grantee progress and activities through the reporting process and thoughtfully apply that evaluative information to continued and future funding requests.
- Support the family's philanthropy by vetting, providing feedback on and helping to implement operations, marketing, communications and policy initiatives, as requested.
- Actively participate in meetings to accomplish stated agenda objectives.
- Proactively bring appropriate projects to the attention of the Advisory Board for funding consideration.
- Participate in and/or initiate on-going educational opportunities that inform and/or augment the knowledge, skills, and abilities of the Advisory Board to support the philanthropic work of the Tomberg Family Philanthropies.
- Monitor, execute, and revise internal Advisory Board policies and procedures in order to proactively execute all the roles and functions of the team.

## **Knowledge, Skills and Abilities**

The ideal candidate will possess or will be able easily to acquire the following attributes:

### ***Philanthropy***

- Knowledge of the philanthropic sector, ideally gained through work at a nonprofit, foundation or a relevant volunteer position.
- Ability to understand and objectively relate to the funding requests received in order to align them with stated philanthropic priorities.
- Effectively communicate relevant personal or professional expertise related to projects under review.

### ***Organizational Knowledge***

- Knowledge of Tomberg Family Philanthropies policies, procedures, and philanthropic priorities.
- Knowledge of historic grant making as related to the current grant making programs.

### ***Relationships***

- Ability to work and communicate in a professional and proactive manner with all associated with the work of the Tomberg Family Philanthropies.
- Willingness to consider alternative points of view or avenues to problem solving.

### ***Communication***

- Excellent written and verbal communication skills, including the ability to handle conflict, confrontation, and negotiation.

### **About Us:**

Tomberg Family Philanthropies is a small informal family foundation. Our mission is to fund well-run and effective programs that make a difference in the areas of poverty alleviation, the environment, health and education. Our focus is on funding projects that help their recipients build capabilities themselves that will last far beyond the end of the specific project. We consist of two separate charitable funds, The Marty Tomberg Charitable Fund and the Philip and Helen Brecher Charitable Fund. Our grants are normally between \$5,000 and \$15,000, and we made approximately \$130,000 in grants in 2016. You can read more about us at <http://www.tombergphilanthropies.org/> .

### **Application Process:**

Please email the following items to us so that we can determine if you are a good match for the position.

- A current resume showing your work, nonprofit and volunteer experience.
- A one to two page response explaining why you think you would be a good match for this opportunity given the criteria listed above and what you would hope to get out of participating on our Advisory Board.

### **Contact Information:**

Please contact Charlie Tomberg at [Charlie@tombergphilanthropies.org](mailto:Charlie@tombergphilanthropies.org) for more information about this opportunity or to apply for appointment.