

The Henry Luce Foundation

President and Chief Executive Officer



2018

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The Organization

Organization	The Henry Luce Foundation, Inc.
Year Founded	1936
Organization Location	New York, NY
Staff	20 FTE and several part-time assistants and consultants.
Board of Directors	<p>Up to 14 Directors, including the President.</p> <p>Along with three extended meetings each year, the Board's work is conducted through seven committees, and the President works with each of the committee chairs as well as the Board Chair to integrate the Foundation's priorities, practices and outcomes.</p> <p>www.hluce.org/boarddirec_staff.aspx</p>
Website	www.hluce.org
About the Foundation	<p>The Henry Luce Foundation seeks to bring important ideas to the center of American life, strengthen international understanding, and foster innovation and leadership in academic, policy, religious, and art communities.</p> <p>The Foundation was established by Henry R. Luce, the co-founder and Editor-in-Chief of Time Inc., to honor his parents, missionary educators in China. Since then, the Foundation has built upon the vision and values of four generations of the Luce family: broadening knowledge and encouraging the highest standards of service and leadership.</p> <p>The Luce Foundation's programs are seen as field-building through strategies of grant-making, convening, and leadership development. As the global and domestic landscapes continuously shift, the Luce Foundation has refined its programs to find ways to truly have an impact. Currently, the Luce Foundation pursues its mission through the following grant-making programs:</p> <ul style="list-style-type: none"> • American Art • Asia • Luce Scholars (designed to enhance the understanding of Asia among potential leaders in American society) • Higher Education • Public Policy • Theology • The Henry R. Luce Initiative on Religion in International Affairs • The Clare Boothe Luce Program (for women in science, mathematics and engineering) <p>A not-for-profit corporation, the Luce Foundation operates under the laws of the State of New York. Today, the Foundation's assets under management are ~\$900M. The organization has maintained, and steadily increased, its grant-making in the past 15 years and has the grants organized in three categories: responsive, special initiatives, and discretionary. Each year, there are ~\$40M of new grants approved, and the total annual payout is closer to \$45M. Since 1936, the Foundation has awarded more than \$1B in grants.</p>

The Position

Position Title	President and Chief Executive Officer
Location	New York, NY
Direct Reports	<p>Ten direct reports:</p> <ul style="list-style-type: none"> • Three officers (Vice President, Secretary, and Treasurer/CFO), two of whom function as program directors • Five additional program directors • Two administrative assistants
Position Summary	<p>The Luce Foundation will welcome its fourth CEO in the Foundation’s history. In a dynamic time for organizations in the philanthropic community, the President and CEO will serve as a strategic and visionary leader committed to building upon the success and transformation that has occurred within the Luce Foundation under the 16-year tenure of the incumbent, Michael Gilligan.</p> <p>The individual will join an organization that has a rich history and is poised for even greater success. With key investments already made in technology and organizational structure, the opportunity for the new President and CEO is to ensure the Foundation remains an effective influencer in its areas of focus. This will be done by leading both internally (encourage continuous internal reflection, collaboration, and refinement) and externally (further public awareness of Luce’s values and impact).</p> <p>Luce’s enduring commitments are crucial, and the Foundation’s support in a number of areas is critically sustaining. Yet several of Luce’s investments have been boundary-pushing, and the Foundation is eager to serve as a catalyst for the production of knowledge in new ways. As such, the President and CEO will ensure the Foundation not only nurtures its legacy programs, but also challenges itself to reimagine the ways it can meet its mission. The individual will also encourage even more the organization’s work to inspire programs to ensure maximum impact.</p> <p>The President and CEO will act as a voice and proponent for the Foundation to raise its profile and the public understanding of its influence. This may include exploring whether the Foundation should strengthen its convening power (or enable its grantees to do so), particularly with regard to Luce program-related topics of national or international concern.</p> <p>The Luce Foundation has long been a leader in strategic partnerships, working with organizations ranging from the Asia Foundation, the American Council of Learned Societies (ACLS), the Smithsonian and other cultural institutions around the world, to recent initiatives with CSIS and the Department of State. The President and CEO is responsible for generating interest in and exploring relationships with other institutions that would strengthen and integrate existing grant-making areas.</p> <p>On a more day-to-day basis, the President and CEO will work closely and collaboratively with the Board, especially its Chair, on matters relating to the Foundation’s mission and overall programming. Additionally, the next leader will provide guidance to the staff in formulating policy and reviewing grant requests. The President and CEO will evaluate programs on a regular cycle and encourage interdisciplinary activities seeking a greater level of efficiency and influence.</p>

Responsibilities

- Provide the vision and strategy necessary to continue and strengthen the Foundation's success; work with the Board and staff to support, guide, and execute the Foundation's mission and multi-faceted initiatives.
- Ensure proper care and development of the Foundation's history, culture, and reputation; partner collaboratively with the Board and staff to develop programming, grant-making and legal strategies and systems that are aligned with the Foundation's vision/mission.
- Serve as the Foundation's ambassador to external constituencies; work collaboratively with other private and/or public funders and grantees for greater social impact; aim to inspire decision-making in other external stakeholders.
- Run the day-to-day administrative work of the organization with specificity and great attention to detail; make decisions that result in efficient and effective Foundation functioning; provide inspiration, support, and guidance to the team; promote an organizational culture that stimulates open communication and supports collaboration.
- Supervise the development of asset investment management and financial administration strategies and systems that are effective and aligned with the Foundation's vision/mission.
- With the CFO and Board Investment Committee, serve as a liaison to the outsourced Chief Investment Officer; recommend the targets for annual grant-making, based on formulas of average market values.
- Build accountability standards and systems that will track the Foundation's long-term effectiveness and impact.

The Person**Pivotal Experience & Expertise**

- Strong leadership experience, relevant to a philanthropic organization or to one (or more) of the Foundation's program areas; proven ability to leverage resources to best support a mission. Subject matter expertise in one of Luce's areas of focus is preferred, though not required.
- Ability to define and articulate ambitious objectives and to encourage stakeholders to contribute to their realization; command of implementation skills necessary to achieve these objectives.
- Experience helping to manage the growth of a multifaceted organization; proven effectiveness in execution of strategies.
- Ability to manage relationships effectively and align resources internally and externally.
- Experience working with, or serving on, an engaged governing Board; an ability to collaborate thoughtfully and transparently with the Board on important matters of mission and direction.
- Ability to select, motivate, and retain able people and engage them appropriately.
- Possession of budget management and fiscal administration acumen.

Leadership Capabilities

- Passion for, and understanding of, the Luce Foundation's mission. Ability to implement and act on a vision and drive an agenda.
- Possession of a leadership style that is based on curiosity, intellectual competency, credibility, trust, respect, and a desire to influence

others; receptive to relationships with internal and external constituents.

- Ability to create compelling strategies based on a clear understanding of the Luce Foundation's history and current situation, and a long-term vision; a disposition to work collegially, respectfully, and productively with the Chair as well as Board of Directors to implement and execute on these strategies.
- Creative thinking that will help the organization progress, while continuing to build on tradition that is in sync with the mission and priorities of the organization.
- Exceptional communication skills to help generate narratives that will resonate with stakeholders, transforming their thinking, actions, and behaviors.
- Ability to foster a collegial and collaborative environment that drives staff towards action and accomplishment; ability to motivate the staff toward a joint sense of mission.

Culture Fit & Impact

- A clear sense of purpose and passion for the Luce Foundation's mission.
- Dynamic leadership expressing a desire and enthusiasm for the organization's priorities and values.
- Commitment to high standards of excellence and integrity.
- Innovative curiosity to explore new opportunities and take the appropriate amount of risk necessary; ability to coordinate with the Board to implement new strategies and directions for the organization.
- Excellent oral and written communication skills.
- A strong sense of accountability and a practical ability to efficiently achieve goals and priorities.
- A collaborative, transparent, supportive, and emotionally intelligent leader with excellent interpersonal skills who fosters internal trust and integrity.

Engagement Team

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