



BOARD OF TRUSTEES

Lawrence L. Darrow
President

Corey J. Wu-Jung
Vice President

Robert John
Treasurer

Rupa Motwani
Secretary

Timothy P. Boyle
Amy Eisenstein
Richard Elbert
Stanley Gersch
Michelle Habayeb
Gregory Irwin
Munira Ismail
Lou Magrone
Gretchan R. Ohlig
John H. Schmidt, Jr.
Colleen Thorburn

ADMINISTRATOR

Priscilla Mann

The Westfield Foundation Executive Director

JOB DESCRIPTION

The Westfield Foundation seeks a part-time, permanent Executive Director to ensure the success, viability, and relevance of the organization through developing excellent working relationships with staff, volunteers, community partners, donors and stakeholders in the community. The Executive Director will steward the foundation through successful development and funding activities, strong budgetary and financial controls, board management and recruitment, and by making deep and lasting connections with Westfield residents of influence and affluence and raising the visibility of the Foundations important work. We seek a candidate with connections in our community, experience, education or related roles in nonprofit leadership, comfort, familiarity, technical skill and strong desire to utilize CRM and accounting software to manage organizational data, reporting, and moves management (Salesforce preferred)

Salary: \$55-\$60k, 20 hours per week.

Interested candidates should please forward a cover letter and resume by 1/13/23 to amy@sobelbixel.com.

Post Office Box 2295 • Westfield, New Jersey 07091

(908) 233-9787 • info@thewestfieldfoundation.org

www.thewestfieldfoundation.com