



Ex. Director, Medical Foundation & Manager, CSR

Copic Job Description

JOB OVERVIEW

JOB TITLE	Executive Director, Copic Medical Foundation & Manager, Corporate Social Responsibility
DEPARTMENT	Public Affairs
FLSA CLASSIFICATION	Exempt
REPORTS TO	Senior Vice President, Public Affairs

JOB SUMMARY

This position is responsible for leading the Copic Medical Foundation and managing the alignment of Copic's corporate social responsibility programs.

Foundation: This position serves as the staff lead for the Copic Medical Foundation, including the ongoing development of our grant impact assessment tools and procedures and is responsible for leading all aspects of the various programs implemented by the Foundation. This individual is the ambassador for the Foundation, and builds and maintains relationships with community partners and other stakeholders. The goal is to advance the Foundation's profile and image with relevant constituents and drive broader awareness of the Foundation and its work. This role shall be subject to the direction and supervision of the Board of Directors specific programs and activities that will further the Foundation's purposes; direct and supervise the implementation for the programs and activities approved by the Board of Directors of the Foundation; and, perform all other duties as from time to time may be assigned to such office by the Board of Directors of the Copic Medical Foundation.

Public Affairs: This position will oversee the coordination of corporate memberships and engagement and participation in organizations that fall within the department's purview as well as supporting alignment of corporate engagement across other departments. This position will require relationship development skills to assist in identifying partners and advocates across out communities. This position will assist in creating, implementing and supporting on-going outreach and communications to various audiences and engagement in membership committees and councils.

Corporate Social Responsibility: This position also manages Copic's corporate social responsibility programs and initiatives including employee engagement, community engagement and philanthropy efforts. This position is responsible for helping manage key programs and initiatives to continue advancing Copic's performance and recognition as a responsible and ethical corporate citizen.

KEY RESPONSIBILITIES

➤ Foundational Leadership

Percent of Time: 60%

- **Board Governance:** Works with board in order to fulfill the organization mission.
 - Responsible for leading the Copic Medical Foundation in a manner that supports and guides the organization's mission as defined by the Board of Directors.
 - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.

KEY RESPONSIBILITIES CONTINUED...

- Responsible for the fiscal integrity of the Copic Medical Foundation to include submission to the Board of a proposed annual budget and coordination of monthly financial statements, which accurately reflect the financial condition of the organization.
 - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- **Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
 - Responsible for implementation of the Copic Medical Foundation's programs that carry out the organization's mission.
 - Responsible for the execution of the Copic Medical Foundation strategic plan to ensure that the Foundation can successfully fulfill its Mission into the future.
 - Responsible for the enhancement of the Copic Medical Foundation's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
 - Responsible effective administration of the Copic Medical Foundation's operations.

➤ **Community Relations & Communications**

Percent of Time: 30%

- **Manage Community Engagement and Outreach Efforts**
 - Foster personal connections among grantees, scholars, and award recipients and within broader community
 - Participate in forums, workshops, and other meetings on behalf of Copic and the Foundation
 - Actively engage in Foundation and civic association meetings and activities as a representative for trends and developments in expectations for corporate social responsibility to company leadership
 - Create and direct content contained on Copic web site for the Foundation
- **Manage Copic's corporate social responsibility programs and initiatives**
 - Facilitate alignment of all of Copic's CSR efforts across community engagement, employee engagement and philanthropy programming to engage key constituents, build brand awareness and support business objectives
 - Support HR with employee engagement events and activities, as appropriate
 - Develop, as needed and maintain collaborative relationships with internal leaders that contribute to CSR to drive toward coalitions, consensus and action
 - Build and maintain a healthy and cooperative network of peer counterparts in other organizations for gathering information and sharing ideas regarding corporate social responsibility.
 - Represent the company in and maintain active participation in well-regarded professional organizations.
 - Support CM&C, in developing impactful internal and external messaging strategies influencing and inspiring others to take action and ensuring broad-based support for corporate social responsibility efforts.
 - Manage Copic's materiality efforts for all CSR programs, to include community engagement, employee engagement and philanthropy efforts engage key constituents, build brand awareness and support business objectives

KEY RESPONSIBILITIES CONTINUED...

➤ Administrative Functions and Professional Development

Percent of Time: 10%

- Carry-out all associated and assigned administrative tasks
- Work with SVP to prepare for board meetings, presentations, and teleconference discussions
- Personal and professional development to keep knowledge, skills, and abilities relevant and sharp

REQUIRED QUALIFICATIONS & SKILLS

- BS or BA in related field
- Minimum 5 years of Foundation experience
- Corporate Social Responsibility experience
- Expertise in grantmaking, operations, finance and budgeting
- Working knowledge of regulatory and compliance rules for Foundations
- Excellent written and verbal communication skills
- Well-organized with the ability to manage multiple projects and tasks simultaneously while meeting deadlines and budget requirements
- Proven ability to collaborate with key decision-makers
- Results and metrics focused

DESIRED QUALIFICATIONS & SKILLS

- Capable of distilling vision into actionable strategies and plans
- Conceive of innovative ideas and concepts for process development and implementation
- Possess results-driven initiative with ability to work without direct supervision
- Creatively problem-solve and work in a dynamic, fast-paced environment
- Demonstrated skill and comfort in proactively building relationships
- Demonstrated experience in managing events
- MS or MA in related field
- Certificate in Corporate Social Responsibility

WORKING CONDITIONS

- Typical Office Environment
- Hybrid Schedule. Office located in Denver, Colorado
- Occasional out of town, overnight travel
- Schedule
 - Full-Time, 40 hours per week, long or unusual hours as needed, sometimes on short notice
 - Business Hours: 8am-5pm



About Copic

Copic's mission is to improve medicine in the communities we serve. We strive to be the premier diversified service organization providing professional liability insurance and other needs of the health care community through advocacy, innovation, and the commitment and dedication of our employees.

We offer competitive wages, a comprehensive and highly sought-after benefits package, and a great work environment with fun, friendly people who truly enjoy their work. Hiring range for this position is \$119,891.50/annually to \$149,864.38/annually.

Disclaimer: *This is not meant to be comprehensive. Job duties and/or qualifications are subject to change depending on business need.*