

# Lindsay McClung

## Associate Director

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With Gifford since 2007



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**Job Responsibilities:** The Associate Director reports to the Executive Director and is responsible for implementing and managing all aspects of the Foundation's community grants and initiative programs. The person filling this role will be a key member of the Foundation's staff working with the Executive Director and members of the Board of Trustees to successfully implement the foundations mission and vision.

## Major Responsibilities

- Management of Program Team
  - Monitoring work and activities
  - Performing annual review
  - Approving vacation time/PTO etc.
- Grantmaking and Initiatives budget management
  - Developing grantmaking and initiative budgets
  - Approval and monitoring of program and grantmaking budgets
- Design and manage the Foundation's community grants and initiative programs;
- Work with the Executive Director to draft board agenda for the Foundation;
- Review proposals as needed when submitted for consideration within the community grants program; make site visits, as appropriate; prepare written summaries and analysis documents of grant applications to aid trustees in evaluating and making awards when appropriate;

- Communicate with grant applicants when needed to assist or support where necessary.
- Design and execute program monitoring process for grants and special projects when needed;
- Prepare Board reports on results of Foundation initiatives and community grantmaking;
- Pursue opportunities through a variety of methods other than grant-making such as convening, serving on boards, committees and task forces, etc;
- Keep current on relevant issues that align with the foundations mission by literature review, contact with social and professional communities, and participating in relevant conferences;
- Represent the foundation through attending events, meetings, presentations, etc.
- Provide support, when requested, for all Foundation activities.
- Work closely with the Program Administrator and outside accountant to review financial systems that align with grantmaking and initiatives.
- Assist the Executive Director in preparing the organization's annual budget for submission to the Board of Directors. Monitor variances in grantmaking and initiatives budget.
- Act as staff liaison to the Finance Committee when needed.
- Oversee preparation of materials for all Board meetings.
- Carry out other duties and responsibilities as assigned by the Executive Director
- Actively participate as a member of the organization's Management Team.
- Help develop and implement the organization's strategic plan and operating goals.

### **Additional Activities**

- Serves on the Board of Directors for AccessCNY.
- Serves on the WorkTrain Funders' Collaborative.

### **Biography**

Lindsay started at the Gifford Foundation in April 2007, serving in a variety of roles. She currently serves as the Associate Director at the Foundation. In her role she manages the community grantmaking program designed to support nonprofits in Central New York. In 2009 she began overseeing the Foundation's capacity building initiative ADVANS (Advancing and Developing the Value and Assets of Nonprofits in



Syracuse). Through her leadership it has grown to a \$3.9 million capacity building initiative. As evidenced by her continued commitment to strengthen the capacity of nonprofit organizations, in 2015 she implemented POWER (People and Organizations with Energy and Resilience) a capacity building initiative designed to assist grassroots organizations and organizations in the start-up lifecycle phase.

Through her involvement in these capacity building initiatives she has become a conduit for nonprofits and consultants in our community.

Lindsay has implemented a variety of organizational effectiveness trainings for nonprofit organizations and consultants in CNY. Lindsay is the Syracuse Market Leader for the Nonprofit Lifecycles Institute (an Institute designed for a community of nonprofits, foundations and consultants driving organizational capacity and resilience in the nonprofit sector to build stronger communities) and participants in the Institutes advisory committee.

Lindsay has significant responsibility and knowledge surrounding grants management. As such Lindsay has managed the Department of Justice's Project Safe Neighborhood program through a partnership with the U.S. Attorney's Office of Northern New York since 2009 and with the Southern District since 2018. In 2013 Lindsay converted the Foundation to an online grantmaking system, Foundant, which is currently in place.

Lindsay is involved in community collaborations such as the Work Train Collaborative, CNY Community Foundation Strategic Partnership Fund and represents the Foundation in various community conversations as they arise. Since 2009 Lindsay has served on the board of AccessCNY and is a member of their executive team. Lindsay has presented at a variety of professional conferences and webinars including: Nonprofit Lifecycles Institute, Foundant Annual Summit, and the New York Funders Alliance.

Lindsay holds a Bachelor of Science degree in Statistics from Iowa State University. She has received training and/or certification in Federal Financial Management, Lifecycles Consulting and Nonprofit Finance – Nonprofit Lifecycles Institute, Advanced Knowledge Management Essentials, Effective Grantmaking, and is a 2011 graduate of Leadership Greater Syracuse.

Lindsay is originally from Iowa and has lived in the Syracuse, NY area since 2007. She enjoys spending time with her family and her two dogs.