

SDMAC Foundation President: Position Description

The Foundation President is the volunteer general manager and chief executive of the SDMAC Foundation, responsible for setting its strategic direction, growing its funding and partnerships, and representing it in the community.

Item	Detail
Position	President, SDMAC Foundation
Accountable to	SDMAC Foundation Board of Directors
Works in partnership with	SDMAC President and CEO
Also serves on	SDMAC Board of Directors (SDMAC Bylaws 4.5.1: the Foundation President or another Foundation-appointed representative)
Term	Two years, elected by the Foundation Board; may not exceed three years
Time commitment	8–15 hours per week, depending on event tempo
Compensation	Volunteer; reasonable expenses reimbursed as approved by the Board

About the SDMAC Foundation

The SDMAC Foundation is a separate California nonprofit public benefit corporation and a 501(c)(3) charitable organization, with its own Board of Directors, officers, and Bylaws. It is the charitable partner of the San Diego Military Advisory Council (SDMAC), a 501(c)(6) membership organization. The two organizations share a mission of supporting San Diego’s military community, but each operates within its own tax-exempt purpose.

The Foundation’s work has two focuses:

- **Advancing SDMAC’s mission through charitable and educational work.** The Foundation promotes awareness of the importance of a strong national defense to the San Diego region, studies key military issues affecting quality of life and the region’s military, civic, and business community, and supports SDMAC programs such as the Speaker Series that serve those purposes.
- **Supporting transitioning service members, veterans, and military families.** Through signature events, fundraising campaigns, and grants, the Foundation funds scholarships and opportunities that benefit the military community, including the Job Accelerators at WEST and Gold Coast.

The role

The President is the general manager and chief executive officer of the foundation, setting strategy where the Foundation is going, building the relationships and raising funding to get it there. The president is responsible but will delegate day-to-day execution of events, communications, and

finances to the event chairs, committees, and the administrative support SDMAC provides for a fee under the MOU; the President sets priorities, recruits the right leaders, and holds the work to a plan.

In practice, the President:

- Sets the Foundation's direction through a multi-year strategic plan approved by the Board
- Grows and diversifies funding beyond signature events, through grants, major gifts & donations, and corporate partnerships
- Builds partnerships across San Diego's military, veteran, civic, business, and philanthropic communities
- Represents the Foundation publicly and serves as its link to SDMAC's leadership and Board

Key responsibilities

Strategy and planning

- Lead development of a multi-year strategic plan and an annual plan, with Board concurrence
- Work with the Treasurer on the annual budget (fiscal year January–December)
- Set measurable goals for funding, programs, and community impact, and report progress to the Board

Funding, scholarships, and grants

- Lead fundraising across government grants, philanthropic awards, corporate sponsorships, and major gifts & donations
- Oversee the Foundation's scholarships and grants to university and/or certificate programs that benefit the military community; grants to other organizations are approved by the Board, with an accounting from each grantee
- Set direction for signature events and campaigns, including the Golf Tournament, the auction, the Spring Campaign, Job Accelerators, and Giving Tuesday, and recruit the chairs who lead them

Partnerships and representation

- Build relationships with elected and appointed officials, installation leadership, philanthropic funders, corporate partners, and peer veteran-serving nonprofits
- Engage the Foundation's Advisory Board as advisers and community ambassadors
- Serve as the Foundation's primary public representative, including at SDMAC Speaker Series and community, civic, education, and military events

Governance

- Preside at Foundation Board meetings and the annual meeting, and chair the Executive Committee, unless the Board elects a separate Chairman (see Terms of service)
- Serve as an ex-officio member of all Foundation committees
- Recruit directors and appoint them to fill vacancies, subject to Board approval, and track director terms

- Ensure required filings and reports are completed with staff support, including California Attorney General, FTB, and IRS filings, raffle permits, and the annual report to directors
- Co-sign contracts with the Secretary or Treasurer, unless the Board authorizes otherwise
- Review the MOU between SDMAC and the Foundation and its fee schedule with the Board each year, and sign it for the Foundation

SDMAC Board service

- Serve on the SDMAC Board of Directors, or designate another Foundation representative, as provided in SDMAC Bylaws 4.5.1, representing the Foundation's programs, funding, and priorities
- Coordinate regularly with the SDMAC President and CEO so the two organizations' plans reinforce each other

Relationship with SDMAC

The two organizations are affiliated but legally separate. The 2025 MOU recognizes each organization's independence and calls for strict financial management and operational separation. The SDMAC President and CEO serves as a voting director on the Foundation Board (Foundation Bylaws Art. VII §6), and the SDMAC Bylaws (4.5.1) seat the Foundation President, or another Foundation representative, on the SDMAC Board. SDMAC provides office space and administrative support to the Foundation for a fee under the MOU, which the two organizations review each year and may end on written notice.

The Foundation and SDMAC are separate organizations with separate boards. The President is accountable to the Foundation Board and works with SDMAC as an equal partner.

SDMAC leads advocacy on policy issues. As a 501(c)(3), the Foundation is nonpartisan: it may not devote a substantial part of its activities to lobbying and may not support candidates, ballot propositions, or initiatives. Its contribution on policy issues is through research, education, convening, and direct services.

Qualifications

Required

- Strategic leadership experience, with a record of setting long-term plans and delivering measurable results
- Senior-level relationships in San Diego's military, veteran, government, business, or civic communities
- Experience building partnerships or coalitions across organizations and sectors
- A demonstrated commitment to service members, veterans, and military families
- The credibility to represent the Foundation and SDMAC at senior levels
- Capacity for the stated time commitment

Preferred

- Military service or sustained professional engagement with the military community
- Fundraising experience with grants, major gifts & donations, or corporate partnerships
- Prior nonprofit board leadership, ideally with a 501(c)(3)
- Familiarity with transition, scholarship, workforce, or family-support programs in the region

Terms of service

These terms come from the Foundation Bylaws (Amendment #3, October 21, 2020).

- **Election and term:** Elected by the Foundation Board for a two-year term; serves at the Board's pleasure; no term may exceed three years (Art. VIII §1).
- **Authority:** Chief executive officer and general manager of the Foundation, subject to the control of the Board (Art. VIII §3(b)).
- **Board participation:** As an officer, the President votes on Board matters and counts toward quorum (Art. VII §12).
- **Annual contribution:** At least \$200 per year to the Foundation, as required of all directors and officers (Art. VII §19).
- **Eligibility:** The President need not be a sitting director or an SDMAC member, but may not serve at the same time as Secretary or Treasurer (Art. VIII §1).

Possible Chairman of the Board. The Foundation currently has no separate Chairman, so the President presides at Board meetings and chairs the Executive Committee. The Bylaws allow the Board to elect a Chairman of the Board (Art. VIII §3(a)). If it does, the Chairman presides at Board meetings, chairs the Executive Committee, and takes on other duties the Board assigns, while the President remains the Foundation's general manager and chief executive officer. The Board may consider filling this position to let the President focus on the executive role of strategy, fundraising, and partnerships.