

**Jewish Funders Network  
Code of Ethics  
Adopted by the JFN Board of Directors, December 8, 2008**

**I. Personal and Professional Integrity**

All staff, board members and volunteers of the Jewish Funders Network (JFN) act with honesty, integrity and openness in all their dealings as representatives of the organization. JFN promotes a working environment that values respect, fairness and integrity.

**II. Mission**

JFN has a clearly stated mission and purpose, approved by the board of directors, in pursuit of the public good. All of its programs support that mission and all who work for or on behalf of JFN understand and are loyal to that mission and purpose. The mission is responsive to the constituency and communities served by the organization and of value to the society at large.

**III. Governance**

JFN's board of directors is its active governing body that is responsible for setting the mission and strategic direction of the organization and oversight of the finances, operations, and policies of the organization. The board:

- Works to assure that its board members have the requisite skills and experience to carry out their duties and that all members understand and fulfill their governance duties acting for the benefit of the organization and its public purpose;
- Has a conflict of interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal or other means; and
- Is responsible for the hiring, firing, and regular review of the performance of the chief executive officer, and ensures that the compensation of the chief executive officer is reasonable and appropriate;
- Works to assure that the chief executive and appropriate staff provide the board with timely and comprehensive information so that the board can effectively carry out its duties;
- Works to assure that JFN conducts all transactions and dealings with integrity and honesty;
- Works to assure that JFN promotes working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness;
- Works to assure that JFN is fair and inclusive in its hiring and promotion policies and practices for all staff positions;
- Works to assure that JFN's board of directors reflects the diversity of the membership of JFN;
- Works to assure that policies of JFN are in writing, clearly articulated and officially adopted;

- Works to assure that the resources of JFN are responsibly and prudently managed; and,
- Works to assure that JFN has the capacity to carry out its programs effectively.

#### **IV. Legal Compliance**

JFN will be knowledgeable of and will comply with all laws, regulations and applicable international conventions.

#### **V. Responsible Stewardship**

JFN and its subsidiaries will manage their funds responsibly and prudently. This includes the following considerations:

- Spending a reasonable percentage of its annual budget on programs in pursuance of its mission;
- Spending an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- Compensating staff, and any others who may receive compensation, reasonably and appropriately;
- When soliciting funds, having reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs;
- Not accumulating operating funds excessively;
- Working to assure that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the organization; and,
- Assuring that all financial reports are factually accurate and complete in all material respects.

#### **VI. Openness and Disclosure**

JFN provides comprehensive and timely information, as appropriate, to the public, the media, and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about the organization will fully and honestly reflect the policies and practices of the organization. Basic informational data about the organization, such as the Form 990, reviews and compilations, and audited financial statements will be available to the public on written request. All solicitation materials accurately represent the organization's policies and practices and reflect the dignity of program beneficiaries. All financial, organizational, and program reports are complete and accurate in all material respects.

#### **VII. Program Evaluation**

JFN regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. JFN is committed to improving program and organizational effectiveness and develops mechanisms to promote learning from its activities and the field. The organization is responsive to changes in its field of activity and is responsive to the needs of its constituencies.

## **VIII. Inclusiveness and Diversity**

The organization has a policy of promoting inclusiveness and its staff, board and volunteers reflect diversity in order to enrich its programmatic effectiveness. JFN takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment and constituencies served.

## **IX. Fundraising**

When raising funds from the public or from donor institutions, JFN is truthful in all solicitation materials. JFN respects the privacy concerns of individual donors and expends funds consistent with donor intent. JFN discloses important and relevant information to potential donors.

In raising funds from the public, JFN respects the rights of donors, as follows:

- To be informed of the mission of the organization, the way the resources will be used and their capacity to use donations effectively for their intended purposes;
- To be informed of the identity of those serving on the organization's governing board and to expect the board to exercise prudent judgment in its stewardship responsibilities;
- To have access to the organization's most recent financial reports;
- To be assured their gifts will be used for the purposes for which they were given;
- To receive appropriate acknowledgement and recognition;
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law;
- To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature;
- To be informed whether those seeking donations are volunteers, employees of the organizations or hired solicitors;
- To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share; and,
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

## **X. Grantmaker Guidelines**

In JFN's Foundation Services work, it has particular responsibilities in carrying out the missions of clients. These include the following:

- JFN will have constructive relations with grantseekers based on mutual respect and shared goals;
- JFN will communicate clearly and on a timely basis with potential grantees;
- JFN will treat grantseekers and grantees fairly and with respect;
- JFN will respect the expertise of grantseekers in their fields of knowledge;
- JFN will seek to understand and respect the organizational capacity and needs of grantseeking organizations; and,
- JFN will respect the integrity of the mission of grantseeking organizations.