

COMMUNITY FOUNDATION OF THE LOWCOUNTRY, INC.

POSITION DESCRIPTION

TITLE: VICE PRESIDENT FOR GRANTMAKING AND COMMUNITY LEADERSHIP

POSITION PURPOSE: The Vice President for Grantmaking and Community Leadership is the lead strategist and implementer of the Community Foundation's grantmaking and program-related work in the community. This professional stewards the majority of our grantmaking and scholarship programs from application to implementation to evaluation. S/he assures that Community Foundation services to the nonprofit sector are in alignment with local needs and our strategic efforts. The position also serves as a catalyst for achieving community goals, taking leadership in connecting community needs with available resources, and directing special initiatives.

EDUCATION: Bachelor's degree required. Degree in business, the liberal arts, human services or nonprofit administration preferred.

EXPERIENCE: Five or more years of leadership experience with a nonprofit, fundraising, or grantmaking organization preferred.

REPORTS TO: President/CEO

SUPERVISES: Program Staff

MAJOR TASKS AND SCOPE OF RESPONSIBILITIES:

1. Meet with prospective grantseekers to discuss funding ideas and Community Foundation grantmaking policies and procedures.
2. Actively network, listen and link community needs to people and financial resources by arranging/attending/facilitating collaborative problem-solving discussions between individuals and groups who can bring change.
3. Lead the Community Foundation's grantmaking process by serving as liaison to the Grants Advisory Committee, communicating the annual grants budget, evaluating grant proposals, conducting background research, facilitating site visits and preparing recommendations used to make funding decisions.
4. Provide assistance to grantees by leading Grants Information Sessions, educating nonprofits on eligibility requirements, inviting eligible applications and coaching on writing quality grant requests with strong Outcome Statements.

5. Monitor grantee performance; oversee tracking of final reports and Grants Advisory Committee final report assignments; develop and present reports on the short-term and long-term outcomes of grant awards.
6. Manage the scholarship process including website and Scholarship Directory content, online scholarship applications, committee meetings and student interviews, and scholarship payments.
7. Manage the Lowcountry Volunteer Connections and The Giving Marketplace initiatives of the Community Foundation by assuring that these efforts are communicated to area nonprofit organizations, that appropriate training is provided to nonprofits, and assuring the accuracy and timeliness of the data included. Lead collaboration between program, donor services and marketing staff in communicating/marketing these initiatives to the general public and donor populations.
8. Lead/manage the staff liaison roles for geographic field-of-interest funds and giving circles as needed.
9. Lead the communications and grantmaking for the nonprofit organization and designated legacy funds.
10. Manage, supervise and evaluate program staff and model an understanding that performance is highest when employee work style and preferences are valued, and when work teams, both within and across departments, are organized toward outcomes.
11. Submit for approval an annual program department operating budget and monitor approved budget.
12. Develop and maintain a knowledge base of current trends and critical issues within the region and encourage discussions and proposals that address these issues and that also advance community goals, and of best practices in change management, grantmaking and program evaluation from the field.
13. Conduct and prepare occasional research reports and benchmark studies of specific regional needs and issues; provide content for e-newsletters and annual reports as appropriate.
14. Develop and manage special programs that include designing new program/special project initiatives.
15. Develop and maintain excellent relations and strategic alliances with local, regional, and national grantmaking organizations.

16. Manage the maintenance of grant files and grant database.

17. Fulfill other duties assigned by the President/CEO.

POSITION REQUIREMENTS: Strong strategic thinking, interpersonal, organizational, political, listening, analytical and decision-making skills as well as creativity and intellectual curiosity. Critically important is the ability to recognize and link opportunities that can lead to achievement of community-wide goals. Extensive verbal and written communication abilities, as well as the skills necessary to establish and maintain effective, collaborative relationships with individuals and organizations throughout the region. Ability to work independently, to perform responsibilities in a professional and confidential manner, and to effectively represent the Community Foundation in the community it serves. Significant technical skill in working with standard office equipment: laptops, copiers, printers, etc. Working comfort with Microsoft Office and ability to learn and work comfortably with data bases. Willingness to learn specialized software as required. Willingness to attend conferences and other out-of-area meetings on occasion to represent the Community Foundation and to learn and network with other professionals in the field.

Interested candidates should send a cover letter and resume by May 6, 2016, via email to Denise K. Spencer, President and CEO at dspencer@cf-lowcountry.org. No phone calls please.