Job Title: Director of Community Impact-CMCF
Date: June 2022
Exemption Status: Exempt

Job Specifications

Education: Bachelor’s Degree in a related field preferred
Related Experience: Minimum of three years of grantmaking experience with a strong understanding of due diligence and community leadership
Supervision Given: None
Supervision Received: Executive Director-CMCF

Job Summary: The Director of Community Impact leads the programmatic work of the Central Minnesota Community Foundation (CMCF) under the direction of CMCF Executive Director and with the guidance of the Director of Community Programs. This role leads and coordinates competitive grant rounds, assess community needs and supports local initiatives as directed by CMCF Executive Director per established standards. The Director of Community Impact-CMCF maintains a strong customer service focus while establishing, building and maintaining effective working relationships with CommunityGiving staff, Grants Committees, grantees, volunteers and other community stakeholders in alignment with organizational mission and values.

Job Duties

1. Grantmaking and Community Impact
   • Respond to inquiries from prospective grantees and assists nonprofit organizations to maximize their understanding of the Foundation’s focus areas and grantmaking processes
   • Coordinate competitive grant rounds, including leading volunteer grant committees
   • Analyze potential grantee program or organizational viability to meet goals set forth in grant applications
   • Provide reports on grantmaking efforts as well as outcomes
   • Stay informed on both the needs and the programmatic work of area nonprofits
   • Conducts site visits as deemed appropriate
   • Responsible for CMCF and associated initiatives grant writing and reporting
   • Creates relevant reports as directed by CMCF Executive Director

2. Community Relations
   • Develop and foster positive relationships with community stakeholders including nonprofits, philanthropic peers and the public sector
   • Work with the Director of Community Programs and CMCF Executive Director to develop community convenings that foster meaningful dialogue and provide learning opportunities
   • Attends and assists with community events as deemed appropriate by Executive Director

3. CommunityGiving and the Community Foundation Field
   • Work with Director of Community Programs to facilitate collaboration and learning across CG’s footprint to strengthen and maintain organizational knowledge of relevant local and regional information and trends
   • Stay current in the Partner Foundation’s areas of interest and grantmaking focus through various industry sources
4. Other Duties
   - Performs other duties as required through the policies and procedures of CMCF and CommunityGiving.

Knowledge, Skills and Abilities Desired

1. Experience working with and understanding of available community resources and community needs.
2. Ability to facilitate volunteer committees.
3. Excellent interpersonal and communication skills with the ability to communicate clearly and effectively, both orally and in writing.
4. Proficiency with Microsoft and CRM software as well as a strong understanding of basic accounting functions related to grants and scholarships oversight is required.
5. Ability to analyze various types of data to identify key issues and support conclusions.
6. Ability to identify opportunities within the organization and community.
7. Willingness to work with diverse communities and organizations in a variety of ways.
8. Ability to function in a team environment to ensure the effective and efficient operations of the Good Samaritan Fund.
9. Willingness to learn new tasks and reprioritize as needed.

Interpersonal Skills/Values

Every staff member employed by Community Giving is expected to possess and embrace the values as adopted by the Board of Directors.

We believe in...

- Capturing and preserving the legacy of our donors ... Forever
- Our duty to provide unparalleled, personalized service to our donors
- Inspiring philanthropy across generations
- Utilizing financial resources as a tool to bring about lasting, positive change
- Our responsibility to serve as a trusted local leader and community catalyst, building connections between people who share a common geography

We value...

- Community
  
  *We bring people together to leave our world better than we found it. Everyone is welcome at the Community Foundation table.*

- Integrity
  
  *We recognize that our assets are our people, capital and reputation. If any of these is ever diminished, the last is the most difficult to restore.*

- Commitment
  
  *We possess an authentic and genuine dedication to the communities and people we serve.*

- Innovation
  
  *We are committed to being flexible and improving what we do and how we do it, each and every day.*

- Optimism
  
  *We have a “can-do” attitude that inspires creative solutions.*