



COMMUNITY GIVING

Central Minnesota Community Foundation

Job Title: Equity Implementation Coordinator
Date: July 2021
Exemption Status: Non-Exempt (20 hours/week) Grant Funded through May 2022

Job Specifications:

Education:	Four-year college degree, preferred
Related Experience:	3+ years' experience in community equity work, public relations, volunteer management and/or related philanthropic positions
Supervision Given:	None
Supervision Received:	CMCF Director of Community Programs

Job Summary: The Equity Implementation Coordinator is responsible for supporting and coordinating the community equity work of CMCF and the collaborative partners of CMCF as determined by the CMCF Executive Director. This role will work closely with various community collaborators to identify community DEI resources and needs.

Job Duties

The Equity Implementation Coordinator -CMCF responsibilities include, but are not limited to, the following:

1. Community Leadership/Community Impact
 - Review community equity work assessment to identify potential collaborations and gaps.
 - Identify collective actions around DEI.
 - Work with the Director of Community Programs to identify marginalized, grassroots organizations and the development of capacity building in partnership with the Initiative Foundation.
 - Support identified collaborators such as Create CommUnity by coordinating and planning convenings, community roundtables and action groups which the

identified collaborators lead.

- Assist with planning and promotion of established events, for example Conversation on Race.
- Support Create CommUNITY and other collaborators in training around systemic racism and bias.
- Create pathways to support institutions in addressing systemic bias/racism in ways that are often unseen.
- Attend meetings as directed by CMCF Executive Director; for example, Create CommUNITY leadership and board meetings, CG meetings and others.
- Convene community efforts around power sharing and relationship building across cultures, perspectives and divisions.
- Identify potential grant opportunities for collaborators work.
- Assist Create CommUNITY efforts to garner support from businesses and organizations, both financial and collaborative

2. Other Duties

Performs other duties as required through the policies and procedures of CMCF and CommunityGiving.

Knowledge, Skills and Abilities Desired

1. Excellent interpersonal and communication skills, both oral and written.
2. Excellent customer service skills and facilitation. Outgoing and interacts well with people.
3. Knowledge of DEI and social capital, and experience sharing this knowledge.
4. Knowledge of the Saint Cloud and surrounding communities including differences between non-profits, for profits, and government organizations.
5. Ability to research and strategically utilize information.
6. Excellent analytical, organizational and creative problem-solving skills.
7. Accuracy and attention to detail.
8. Able to work autonomously and to function in a team relationship.

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.