Wilmar Area Community Foundation (WACF)

Job Title: Director of Community Engagement-WACF
Date: April 2023
Exemption Status: Exempt (40 hours/week)

Job Specifications

Education: Four-year college degree, preferred
Related Experience: 2-4 years’ experience in grantmaking, public relations, and/or related philanthropic positions
Supervision Given: None
Supervision Received: WACF Executive Director (ED)

Job Summary: The Director of Community Engagement assists the Executive Director by supporting the Foundation’s programmatic activities, including but not limited to, grant making, capacity building and maintenance of service to both donors and collaborative, non-profit partners. The Director of Community Engagement (DCE) also assists the Executive Director in cultivating relationships with stakeholders, providing staff support to Foundation initiatives, working on special events, maintaining the database, and representing CommunityGiving (CG) as assigned. This role leads the creation and dissemination of programmatic communications across various platforms as directed by the WACF Executive Director and in collaboration with CG Marketing Team. Travel to work with volunteers and support community engagement activities is required.

Job Duties

1. Grantmaking and Community Impact
   a. Responds to inquiries from prospective grantees and assists nonprofit organizations to maximize their understanding of the Foundation’s focus areas and grantmaking processes.
   b. Leads and coordinates competitive grant rounds, including leading volunteer grant and scholarship committees.
   c. Directs the collaborative work of the WACF team on programmatic functions for various initiatives in alignment with organizational goals. For example, Willmar Area Women’s Fund, capacity building projects for non-profits, and Good Samaritan Fund.
   d. Analyzes potential grantee program or organizational viability to meet goals set forth in grant applications.
e. Provides reports on grantmaking efforts as well as outcomes.
f. Stays informed on both the needs and the programmatic work of area nonprofits ensuring current information is available within our database and for our external stakeholders.
g. Conducts site visits as deemed appropriate.
h. Working with CG team, provides grant research, writing and reporting with the support of CG programmatic team.
i. Oversees the local Foundation Center.

2. Community Relations:
a. Attends and/or presents at various community events as a WACF representative to engage various stakeholders, current and prospective.
b. Participates in the planning and implementation of special events and annual campaigns for example the WACF Annual Dinner, events that support Willmar Area Women’s Fund, SCACF, New London-Spicer Community Fund and Campaign for Philanthropy.
c. Acts as the primary representative for all WACF programmatic functions ie. scholarships, grants, capacity building and community engagement.

3. Communications:
a. Creates and implements programmatic marketing plans under the direction of WACF Executive Director and in collaboration with both CG Marketing team and any contracted entities.
b. Assists the development functions within the Foundation through storytelling across various platforms in written, audio and video formats.
c. Follows established brand standards.

4. CommunityGiving and the Community Foundation Field:
a. Work with CG’s programmatic team to facilitate collaboration and learning across CG’s footprint to strengthen community impact across all foundations and maintain organizational knowledge of relevant local and regional information and trends.
b. Stay current on the needs in the local communities served by WACF regarding areas of interest and grantmaking focuses through various community foundation resources.
c. Other duties as assigned.

Knowledge, Skills and Abilities Desired

1. Understanding of full grant process including establishing criteria, evaluation and reporting.
2. Experience working with and an understanding of the community as a whole, including community resources and community needs.
3. Excellent interpersonal and communication skills, both oral and written. Includes the ability to facilitate and lead volunteer groups.
4. Proficient in creating and posting content to websites and social media that is researched and factual.
5. Excellent analytical, organizational and creative problem-solving skills.
6. Accuracy and attention to detail.
7. Able to work autonomously and to function in a team relationship.
8. Proven ability to manage and motivate volunteers.
9. Ability and curiosity to learn new digital and technical skills.

**Interpersonal Skills/Values**

Every staff member employed by CommunityGiving 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.*

- Diversity
  *We integrate the diversity of our local communities in our discussions and actions.*

- Generosity
  *We nurture “a pay-it-forward” approach that supports community-based philanthropy to grow and serve local communities.*