



## **Barberton Community Foundation**

**Title:** Director of Community Impact – Fulltime position

**Reports to:** BCF Executive Director

### **Job summary:**

The Director of Community Impact will manage the implementation of the Foundation's grant program, scholarships, develop and manage program initiatives to advance the Foundation's mission, the strategic plan and assist accordingly the supported organizations. The position will work to build relationships with community stakeholders and identify community engagement opportunities that lead to positive and lasting change.

The Director of Community Impact will also be responsible for ensuring an integrated approach to the Foundation's community impact efforts, with a focus on community leadership through systems change and collective impact.

This position will be part of the senior leadership team that drives the overall strategy for the organization.

### **Summary of Essential Job Functions:**

#### **Grant and Scholarship Programs:**

- Administer the grant program, including assisting in grant review and awards.
- Review, research and analyze multiple quarterly grant proposals, monitoring grants in progress, analyzing outcomes/impact, and handling inquiries from current and potential grantees.
- Prepare for and conduct site visits/interviews with potential applicants as well as past grantees.
- Present well-written analyses and grant recommendations to the Grants Committee adhering to internal deadlines and format requirements.
- Review and present lessons learned from grantee's end-of-grant reports.
- Provide technical support and referrals to grantees. Convene small groups of grantees as requested in order to share ideas and foster collaboration.
- Communicate and provide guidance to prospective grant applicants, as well as technical assistance and/or referral when appropriate.
- Continue to educate the granting community regarding the Foundation's model and seek foundation facilitated and strategic collaboration programs and projects.

- Make recommendations on ways the Foundation can address community needs and develop innovative community partnerships and programming.
- Oversee the student scholarship program, which requires collection and data entry of student submitted information as well as developing and implementing best practices, assisting in scholarship review and awards, and handling inquiries from students, parents, and schools.
- Continue to research best practices on scholarships and their impact regarding scholarships.
- Provide grantmaking expertise, assistance, and training to scholarship committees.
- Develop and maintain relationships with external scholarship constituents, including donors, the school district and other local scholarship providers.
- Represent the Foundation through attending various community and recognition events.
- Maintain awareness of the changing needs and emerging opportunities in the community as they relate to each of the Foundation's goals, and communicate, when appropriate to donors.

#### Community Impact and Engagement:

- Stay current on developments in the nonprofit community especially those related to the Foundation's strategic funding priorities; facilitate collaborations where appropriate.
- Remain informed via reading/research of best practices nationally and regionally in grant making pertaining to the Foundation's strategic funding priorities and collective impact.
- Conduct research, build collaborations, internships and leadership development opportunities, maintain key partnerships, and work in consultation with the Foundation, the City of Barberton and the Barberton School District in advising and assisting as time permits in the procurement of available grants and funding from other resources that would help accomplish our Strategic Plan impact goals.
- Assist in the management of the community impact knowledge management function to continually frame issues and improve the metrics and assessment tools the Foundation uses for measuring impact
- Work with the Communications department to develop and deliver key messages about community impact that reflect the Foundation's brand and brand promises
- Volunteer and attend events and seminars of importance to the Foundation.
- Represent the Foundation on relevant Barberton community and regional committees, task forces, etc. as assigned.
- Collaborate with community partners.
- Work with the Barberton City School District and lead a youth philanthropy group to provide a mentoring opportunity for youth led initiatives.

#### Education and skill requirements:

- Minimum BA/BS plus a minimum of 5 years' full- time work experience, preferably successfully managing projects and teams
- Entrepreneurial thinker with highly evolved relationship building skills and ability to adapt to changing circumstances while working with a variety of personalities and priorities
- Team builder who empowers others to work collaboratively and with accountability, while providing the support and resources they need to succeed
- Capacity to generate new ideas and act creatively and strategically



- Life-long learner
- Exceptional written and verbal communication skills
- High degree of organization and attention to detail
- Work experience in the nonprofit sector strongly preferred
- Available for evening meetings, as scheduled, and, potentially, some infrequent Saturdays

### **Salary and Benefits**

- Compensation commensurate with salary standards and work experience

It is Barberton Community Foundation's policy that, as required by law, equal employment opportunities be available to all persons without regard to race, sex, age, color, religion, national origin, marital status, sexual orientation, disability, citizenship status, genetic information, veteran status, or any other category protected under state or local law.

### **How To Apply**

No calls, please. Email cover letter and resume electronically, with salary requirements, no later than April 19, 2019, to Dr. Suzanne Allen, Executive Director, Barberton Community Foundation - [hr@barbertoncf.org](mailto:hr@barbertoncf.org)

