



ALLIANCE

Regional Director of
Community Engagement
and Impact

Position Description

Position Title – Regional Director of Community Engagement and Impact

Employment Classification – Regular, full-time, exempt

Application Deadline – Friday, September 10, 2021

This position will administer grant and scholarship programs for both the Daviess and Knox County Community Foundations, 2 of the 9 affiliate county foundations of the Community Foundation Alliance (CFA). The position will work to build relationships with community stakeholders, and identify community engagement opportunities that lead to positive and lasting change in each county. The Regional Director of Community Engagement and Impact will work with staff, County Advisory Boards and committees of each Foundation, as well as with volunteers, each county's donors and fund founders, nonprofit organizations, and the public. This position reports directly to the Director of Programs and Strategic Engagement and will work cooperatively with other regional team members, the program team, and other staff members. There will be frequent and regular travel between the 2 counties and the CFA Central Office in Evansville, and reliable personal transportation is required. The primary office location will be in Vincennes, Indiana.

Duties of the Position

Grant Program:

- Administer the grant program for the region's Community Foundations, including assisting in grant review and awards, monitoring grants in progress, analyzing outcomes/impact, and handling inquiries from current and potential grantees.
- Provide grant making expertise, assistance, and training to grant committees.
- Make recommendations on ways the Community Foundation can address community needs and develop innovative community partnerships and programming.

Community Engagement:

- Maintain awareness of the changing needs and emerging opportunities in the community as they relate to Community Foundation goals.
- Develop and maintain relationships with nonprofit organizations, government agencies, and other key community stakeholders.
- Attend community meetings to learn about community interests or concerns and share information about community engagement opportunities with Community Foundation County Advisory Boards.
- Develop and maintain a thorough knowledge of relevant current events and trends.

Scholarship Program:

- Administer the scholarship program for the region's Community Foundations, developing and implementing best practices, assisting in scholarship review and awards, and handling inquiries from students, parents, and schools.
- Provide grant making expertise, assistance, and training to scholarship committees.
- Develop and maintain relationships with external scholarship constituents, including the school districts and other local scholarship providers

Job Qualifications and 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.
- Exceptional written and verbal communication skills.
- High degree of organization and attention to detail.
- Available for evening meetings, as scheduled, and, potentially, some infrequent Saturdays.
- Reliable personal transportation is required.

Salary and Benefits

- Compensation commensurate with work experience
- Paid time off
- Paid holidays
- Paid parental leave
- Group health, vision, and life insurance
- Dental insurance
- Short- and long-term disability
- Retirement savings plan
- Mileage reimbursement for business-related travel
- Stipend for personal cell phone use
- Some remote/partial remote work possible

It is the Community Foundation Alliance'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, to be received electronically no later than Friday, September 10, 2021, to Melinda Waldroup, Director of Programs and Strategic Engagement, Community Foundation Alliance, Inc. at: mwaldroup@communityfoundationalliance.org