

Johnson County Community Foundation

Director of Community Engagement and Grants Job Description

REPORTS TO: VP of Development

PAYROLL STATUS: Full-time

OVERTIME CLASS: Exempt

The Johnson County Community Foundation (JCCF) is a growing nonprofit charitable foundation that connects people who care with causes that matter. The Director of Community Engagement and Grants is a key leadership position responsible for advancing JCCF's grantmaking strategy and strengthening community partnerships in alignment with the Foundation's Strategic Plan.

I. JOB SUMMARY

The Director of Community Engagement and Grants leads the Foundation's grantmaking and community engagement efforts to ensure JCCF resources are deployed strategically and effectively to address community needs. This position works closely with Foundation leadership, Board of Directors, and committees to elevate JCCF's role as a trusted community leader, convener, and partner. Additional duties may be assigned as necessary to fulfill the objectives of the Foundation.

II. QUALIFICATIONS DESIRED FOR THIS POSITION

A. PROFESSIONAL / TECHNICAL ABILITIES

- Bachelor's degree required or equivalent
 - Three to five years of nonprofit, grantmaking, or community leadership experience preferred
 - Knowledge of grantmaking processes, nonprofit operations, and community impact strategies
 - Strong analytical skills, including the ability to assess data and outcomes
 - Proficiency with database management systems (Community Suite preferred) and general office technology
 - Effective written and verbal communication skills
- Strong organizational, facilitation, and project management abilities

B. PERSONAL CHARACTERISTICS

- Demonstrates a strong commitment to community service and philanthropy
 - Builds trust-based relationships with diverse stakeholders
 - Thinks strategically and independently while collaborating effectively
 - Exercises sound judgment and decision-making
 - Remains flexible and effective in a changing environment
 - Exhibits professionalism, dependability, and strong work habits
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III. WORKING CONDITIONS

- Schedule flexibility required, including occasional evenings and community meetings
 - Work includes sitting, standing, walking, and lifting up to 20 lbs
 - Requires verbal, hearing, and visual acuity for communication and use of standard office equipment
 - Must be able to work under moderate to high stress while managing multiple priorities and deadlines
 - Must have a valid driver's license, insurance and reliable transportation when traveling to accomplish work-related tasks
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IV. DUTIES AND RESPONSIBILITIES

A. GRANTMAKING STRATEGY & ADMINISTRATION

- Leads implementation of JCCF's grantmaking priorities in alignment with the Strategic Plan
- Translates strategic focus areas into grant guidelines, funding opportunities, and evaluation criteria
- Manages all aspects of the grant lifecycle, including applications, review, awards, reporting, and compliance
- Maintains accurate grant records, outcomes, and reporting in the JCCF database (Community Suite)
- Collaborates with the Chief Financial Officer to ensure timely and accurate grant disbursements
- Analyzes grantmaking data to assess impact and recommend improvements

B. BOARD & COMMITTEE SUPPORT

- Provides staff leadership and administrative support to the Grants Committee
- Prepares meeting agendas, materials, reports, and documentation
- Supports Board understanding of how grantmaking advances JCCF's mission and long-term goals

C. COMMUNITY ENGAGEMENT & LEADERSHIP

- Serves as a primary liaison to nonprofit organizations and community partners
- Participates in community coalitions and initiatives aligned with JCCF priorities
- Identifies opportunities for collaboration, shared learning, and collective impact
- Supports donor engagement by communicating community needs and grantmaking outcomes

D. OTHER

- Participates in staff, committee, and Board meetings as requested
 - Assists with Foundation events, trainings, and cross-functional initiatives
 - Accepts other duties as assigned related to Foundation operations
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V. HOURS AND COMPENSATION

- Full-time, Salary, Exempt position with flexibility for evening meetings and events
 - Compensation commensurate with experience and qualifications
 - Benefits package offered, including health insurance
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VI. APPLICATION PROCESS

- No phone calls, please
- Email resume to Joe Morris, Executive Coordinator at joem@jccf.org

Equal Opportunity Employer
