



The Community Foundation of Muncie and Delaware County, Inc. encourages philanthropy, assists donors in building an enduring source of charitable assets, and exercises leadership in directing resources to enhance the quality of life for residents of Muncie and Delaware County.

The Nonprofit Support Network is a Supported Organization of The Community Foundation of Muncie and Delaware County, Inc. The mission of the Nonprofit Support Network is to provide supports to ensure a healthy, well-supported, sustainable nonprofit sector in Delaware County.

Present Position Title – Relationship and Resource Director

Employed by: The Board of Directors of The Community Foundation of Muncie and Delaware County, Inc.

Responsible to: President

Status: Full-time; Non-Exempt

Purpose of Position: To serve as a connector within the nonprofit sector in Muncie and Delaware County. Specifically, cultivating existing partnerships and resources to meet the needs of the nonprofit community, connecting participants with resources to meet their needs and identifying gaps in existing resources, and coordinating with partners to create and implement programming to fill them.

Principal Responsibilities:

1. Develop and cultivate relationships with nonprofit organizations, partners, and funders.
2. Identify and curate existing community resources that may be relevant to program participants.
3. Identify gaps in existing resources and coordinate with partners to create or implement programs.
4. Facilitate connections between stakeholders to promote, enhance, or create resources to serve program participants best.
5. Understand the needs of nonprofit program participants and connect them to the best resources for technical assistance.
6. Oversee tools and processes to recruit program participants, engage them through referral or application, and assess their needs and interests.

7. Oversee program process and outcomes assessment and evaluation efforts; Utilize Results Based Accountability framework for evaluation and determine the contribution to community goals.
8. Understand the intricacies of how nonprofit organizations function and the larger nonprofit sector in Muncie and Delaware County.
9. Regularly consult with the Steering committee to solicit feedback, request support and assistance, and identify challenges and solutions.
10. Communicate with potential program participants, stakeholders, and the larger community about the program.
 - a. Be the face of the program in the community.
 - b. Lead the creation of marketing materials for the program.
11. Work independently and know when to engage other partners.

Requirements Include:

Education and Experience

- Bachelor's degree
- Minimum three years of successful work in the nonprofit arena
- Experience in working with community partners

Skills and attributes

- Self-starter with exceptional organizational skills
- Experience and understanding of project management (Demonstrated skills in data collection and analysis, project planning, execution, and evaluation)
- Experience in facilitation and leading meetings
- Demonstrated skill in program development and management
- Ability to think strategically and with vision
- Ability to work with funders and donors to raise funds for organization and programs of the organization
- Understanding of Results Based Accountability
- Excellent verbal, written, and interpersonal communication skills
- Ability to work with diverse groups of people
- Ability to build professional relationships in the community and with participating partners.
- Ability to effectively work independently and as a team member; ability to maintain a flexible schedule
- Record of integrity and dependability
- Professional demeanor and appearance
- Ability to understand and maintain confidentiality

- Interest in improving the quality of life in Delaware County
- Knowledgeable of marketing strategies
- Proficiency with technological skills and software

Salary and Benefits:

- Compensation commensurate with salary standards and work experience

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.