



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.

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### **Position Title – Chief Community Partner for Program and Nonprofit Relations**

**Employed by:** The Board of Directors of The Community Foundation of Muncie and Delaware County

**Responsible to:** President

**Status:** Full-time; Exempt

**Purpose of Position:** To serve as the chief community partner and team leader for grant programs of the Foundation, including competitive community grantmaking, proactive and strategic grantmaking, scholarships, and community leadership in nonprofit relations. This position is the supervisor of two teammates and serves as the primary visionary and driver of the strategic plan related to grantmaking.

#### **Principal Responsibilities:**

1. Oversee and manage all grantmaking and distribution functions for funds of the Foundation, including working with staff, board leadership and grant committees, and nonprofit partners.
2. Oversee and develop the program staff team including the program officer and program administrator (or similar titles).
3. Manage the Grants and Strategic Committees of the Board, as well as current field of interest committees including the Kitselman Committee, Maxon Committee, and Mutual Committee.
4. Develop strong relationships with nonprofit partners serving Muncie and Delaware County.
5. Develop strong relationships with other funders serving Muncie and Delaware County.
6. Work alongside grantee partners to experience the impact of their work and gauge benefits and opportunities of grant funding.
7. Serve on the steering committee for Nonprofit Support Network and work closely with supporting organizations of the Foundation.
8. Work with the president related to strategic initiatives of the Foundation, Funders Forum Collaborative, impact investing, and community leadership opportunities.
9. Work closely with the donor relations and outreach staff related to fund development, donor stewardship, and storytelling.

10. Work closely with the operations staff related to fund management, spending policy, and the grants budget.
11. Establish and maintain working relationships with other grantmakers and grantmaking associations and/or collaborations statewide.
12. Oversee online grant management and scholarship management systems and other database and tracking information related to grantmaking functions on the Foundation.
13. Drive process improvements for grants, scholarships, and nonprofit support related to the current strategic plan.
14. Provide regular written or electronic reports to staff, board and committee members, and the public as required.
15. Attend monthly board meetings of the Foundation and appropriate committee meetings.
16. Perform other duties as assigned by the president maintaining positive and cooperative work relationships within the office and with all associated with the Foundation.
17. Maintain the professional competence, knowledge, and skills necessary for the satisfactory performance of all assigned responsibilities.
18. Adhere to the Ethical and Operational Standards for Indiana Community Foundations.

### **Requirements Include:**

#### **Knowledge**

##### **Minimum:**

- Bachelor's degree in appropriate field of study
- Three to five years successful work experience in grantmaking with a funder
- Knowledge of operating and financial principles related to nonprofit organizations
- Knowledge of financial and investment principles related to charitable endowment
- Experience working with volunteer committees
- Experience developing professional relationships
- Advanced knowledge of Microsoft Office products, especially Outlook, Word, and Excel

##### **Preferred:**

- Master's degree in appropriate field of study
- Community foundation professional work experience
- Supervisory experience
- Knowledge of Results Based Accountability principles
- Knowledge of Trust Based Philanthropy practices
- Knowledge of software including Microsoft Teams, OneNote, PowerPoint, and Foundant Technologies: Community Suite, Grant Lifecycle Manager, and Scholarship Lifecycle Manager

### Skills and attributes

- Ability to work with diverse populations and keep an open mind
- Interest in continued learning
- Ability to analyze and connect like ideas
- Ability to think strategically for prudent progress
- Excellent verbal, written, and interpersonal communication skills
- Excellent organizational skills and ability to shift focus quickly
- High level of attention to detail
- Ability to effectively work independently and as a team member
- Record of integrity and dependability
- Professional demeanor
- Understand and maintain confidentiality
- Interest in improving the quality of life in Delaware County

### Salary and Benefits:

- Compensation commensurate with salary standards reviewed for foundations in the state of Indiana and work experience in the range of \$60,000 - \$65,000. Raise possibility occurs after standard annual performance review periods.
- Group medical, dental, vision, and life insurance upon date of hire (no waiting period)
- Unreimbursed medical and dependent day care flexible spending accounts, cancer insurance, accident insurance available upon date of hire (no waiting period)
- Long-Term Disability available after 90 days
- 403(b) offered upon date of hire with 8% employer contribution after one year and one month of service
- Paid time off including holidays (11), sick, community service, and vacation (amounts vary depending on days/months of service)

### 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.