

Community Impact Officer

Title: Community Impact Officer

FLSA:

Exempt

Date: updated January 2020

Reports to:

VP for Community Impact

PURPOSE OF POSITION

The Community Impact Officer provides oversight, programmatic and administrative support for grantmaking and scholarship activities. In his/her grantmaking responsibilities they serve as a grants officer and principal point of contact to nonprofit organizations that are current or prospective grantees and participates in education of nonprofit partners. In his/her scholarship responsibilities they oversee the scholarship program and serve as a co-manager of the application, disbursement, engagement and data collection processes. Additionally he/she will work in coordination with our Development Team to speak to current and prospective donors about the benefits of planned giving, endowment-building, various options for grant and scholarship funds and the full range of options as it relates to Community Impact to promote philanthropic investment through the Community Foundation.

CORE COMPETENCIES:

Adaptability/Flexibility, Customer Focus, Relationship Building/Communication, Attention to Detail/Accuracy, Project Management, Prioritization, Effective Communication, Systems Building and Fixing

DUTIES AND RESPONSIBILITIES

Grant Administration:

- Assume responsibility for the Educational Attainment grants portfolio of proposals, including serving as the Foundation's liaison to grant applicants and performing proposal reviews, site visits, interviews, and written and oral analyses of grant requests for foundation staff, board, donors, and or committee members.
- Becoming trained in and assist with implementation of outcomes measurement framework, Results Based Accountability (RBA).
- Remain well informed of current research, activities, and trends relevant to Educational Attainment.
- Initiate and foster strategic partnerships with thought leaders and key external constituencies in Educational Attainment; represents the Foundation in local, regional and statewide initiatives and events; and educates nonprofits on issues relevant to their work in this portfolio.
- In consultation with the VP for Community Impact identify opportunities to expand the Foundation's influence in the community and to attract existing donor involvement and new donors in support of increased donor investment in area nonprofits.
- When needed, responsible for grant award documentation, document approvals, entering new applications in the database, processing payments, and generating reports;
- Maintain integrity of information in primary database and managing the inflow of applications and recommendations from web-based portal;
- Ensure compliance with industry standard tax and legal requirements as well as to fund requirements;
- Coordinate audit and compliance procedures for internal and external grant and scholarship file audits in cooperation with Finance Department;

- Complete special projects as assigned.

Scholarship Administration:

- Provide management and support in all aspects of scholarship administration processes from the application through the award lifecycle including, but not limited to: working with the scholarship administration vendor and their management of the online scholarship applications and award recommendations, coordinating volunteer interviewers, overseeing posting/publicity of scholarship availability, awarding payments and complying with all state and federal requirements;
- Fully comprehend scholarship fund criteria, ensure that all awards appropriately match the pertinent funds available and prepare first draft recommendations for the Vice President for Community Impact and the Scholarship Committee.
- Monitor post-award student scholarship progress to ensure all award conditions are met;
- Recommend website updates to marketing as needed;
- Communicate effectively and with timeliness to scholarship recipients, Scholarship Committee, and related parties.
- Conduct an annual evaluation of scholarship procedures and make recommendations to the Vice President for Community Impact with regard to program improvements and adjustments to maintain the integrity of the process.

EDUCATION, EXPERIENE & SKILLS

- Bachelor's degree required.
- Minimum of four years successful track record of project and database management desired.
- Strong organizational skills and ability to manage competing priorities.
- Excellent computer skills and commitment to accuracy.
- Prior grantmaking and/or scholarship management experience.
- Demonstrated ability to work both independently and in a team environment.
- Excellent interpersonal, oral and written communication skills.
- Examples of competencies in working with diverse constituencies, including boards, committees, and community organizations and/or with volunteers;
- Proven engagement in community activities and knowledge of community issues
- Commitment to the Foundation's values

SUPERVISORY

None

The Employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.