

Director of Community Impact

About Our Foundation

Kern Community Foundation is a vibrant non-profit enterprise created by and for the people of Kern County. Our mission is powerfully simple- we are growing community and growing philanthropy. Today, thanks to the generosity of dozens of individuals, families and corporations, the Foundation has grown to hold more than 170 charitable funds with assets of more than \$33 million and has made cumulative grants of more than \$25 million. More information about the Foundation is available at www.kernfoundation.org.

Position Description

The Director of Community Impact reports to the President and CEO and plays a key role in Kern Community Foundation's growth by managing and developing a key impact initiative - Non-profit Strengthening. As part of a fast-paced, opportunity-driven, and dynamic team, the position also manages the Foundation's competitive and discretionary grantmaking efforts while supporting a range of community engagement efforts and working collaboratively across the Foundation and throughout the community with marketing/communications and donor relations. The Director of Community Impact possesses broad content experience with community engagement, philanthropy, and grantmaking along with a knowledge of the non-profit sector and emerging regional issues.

Responsibilities

Program Development:

- Provides leadership and management for ongoing and special projects related to the Foundation's Nonprofit Strengthening Initiative
- Participates in programmatic development for the initiative to include conceptualizing, planning and organizing collaborative or information-gathering opportunities/convenings with other community or grantee-partners, donors, or key consultants to further advance the nonprofit community.
- Facilitates meetings and communicates with internal and external partners, as well as key constituents
- Participates in evaluating and responding to inquiries and proposals from a wide range of constituencies
- Acts as team lead on special assignments that may fall outside but augment the initiative, such as Give Big Kern.

Community Engagement:

- Builds collaborative relationships within and outside the Foundation
- Acts as a Foundation contact on key community issues for the Foundation's diverse audience of grantseekers, donors, board members, the media, the philanthropy community, and key civic and community stakeholders
- Oversees aspects of the Foundation's marketing and media presence, including website and social media platforms
- Represents the Foundation at meetings, conferences, and site visits to gather information and establish relationships with potential partners, networks, or funding sources
- Engages with people and communities of other cultures, ages, and economic circumstances with the goal of bridging diverse perspectives to raise the level of philanthropy and giving to the community

Knowledge Management:

- Embraces an openness to, and engagement with, the Foundation's mission, vision, and values
- Works collaboratively with the entire Foundation team to develop, refine and update the Foundation's strategic direction and business plan
- Applies a firm understanding of basic community issues facing underserved communities, with the capacity to glean relevant key data elements and correlate them to program development and evaluation
- Researches, compiles, analyzes, and disseminates information on a variety of issues including impact or community area, program and sector trends, grantee and donor data, and target populations

- Possesses strong conceptual, analytical, and critical thinking skills, with the ability to absorb the broader meaning and context of the Foundation's mission to advance philanthropy in relation to donor and community engagement and its impact on program development and grantmaking

Requirements

- Clearly communicates both internally and externally to diverse audiences, with knowledge, diplomacy, tact, patience, flexibility, and courtesy
- Demonstrates ability to be exceedingly well-organized and flexible, a self-starter and work independently and within a team, with the proven ability to multi-task, set work priorities, track projects, and meet deadlines
- Exceptional proficiency with Microsoft Office applications
- Proficient in or possess the ability to quickly learn, adapt and appropriately apply a variety of technology applications to work processes. Working knowledge of relationship-based management systems, web-based content management systems (such as ConstantContact, SurveyMonkey, Eventbrite), social media platforms and WordPress are preferred
- Possesses strong interpersonal skills including excellent listening, public speaking, oral/written communications
- Upholds highest ethical standards of integrity, fairness, and confidentiality as a colleague and funder
- Demonstrates robust ability to problem-solve using analytical and reasoning skills to maintain, identify, and make recommendations to improve operational systems
- Expresses eagerness to test new systems, ideas and innovative approaches to philanthropic grantmaking
- Believes in a shared value of equity with proven capacity to work in a multicultural and inclusive workforce, including sensitivity in working with and for individuals and groups from diverse cultural, life, and socioeconomic backgrounds
- Ability and willingness to travel regionally and work early morning, evenings or weekends as needed
- Master's degree desired, but Bachelor's with significant and relevant work experience may substitute.
- A minimum of 5-8 years work experience in a foundation or similar setting, familiarity with philanthropy and nonprofit sector essential.

This is a full-time, exempt position. Salary is based on experience. Competitive benefits package offered.

To be considered for this great opportunity, please submit a cover letter to info@kernfoundation.org.