Position Title: David Rahr Community Philanthropy Fellow  
Department: Grants & Community Investments  
Reports to: Senior Philanthropic Advisor for Grants & Community Investments

Position Summary:

This is an 18-24 month position with a desired start date in June 2021. The David Rahr Community Philanthropy Fellowship is an exceptional opportunity for a graduating college senior or recent graduate to gain exposure to the many ways philanthropy can be used to strengthen the economic, civic, social, and cultural fabric of Vermont communities. The fellow will have a strong connection to Vermont and an interest in community development, foundations/philanthropy, grantmaking, nonprofit administration, social service, and/or mission-related investments.

The fellow will strengthen the impact of the Foundation’s work by researching community and statewide issues and the role of strategic philanthropy; by supporting the coordination, implementation, and evaluation of the Foundation’s flexible grantmaking programs and approaches. They will also work with colleagues and funds across the Foundation to help meet the organization’s mission of inspiring giving and bringing people and resources to make a difference in Vermont.

The position is part of a team that directs the Foundation’s programmatic approach to grantmaking and community engagement, and Vermont-based mission investing and helps put the Foundation’s charitable capital in all its forms to work in local communities. The team’s primary roles are to steward charitable resources to achieve the Foundation’s mission and vision; to cultivate and maintain strong relationships with Foundation stakeholders and nonprofit and community leaders across sectors; and to support the philanthropic interests of current and prospective fundholders.

Description of Duties / Essential Functions:

Specific responsibilities will be defined in alignment with organizational needs and the interests and skills of the fellow. Responsibilities may include:

- Program and grantmaking support for the grants and community investments team and for the supporting organizations of the Vermont Community Foundation.
- Analyze and research needs, trends, and ideas that may inform grantmaking or further the Foundation’s mission. The fellowship is expected to include a deep dive research project on an issue of particular relevance to Vermont communities.
- Support the impact assessment activities of the grants and community investments team, including reviewing grant reports.
- Participate in competitive grant round and community engagement processes. This may include supporting grant evaluation and decision making, responding to applicant and grantee inquiries, and representing the Community Foundation at events and site visits across the state.
- Work with colleagues across the organization to implement aligned funding strategies.
- Work directly with nonprofit and community leaders, both grantseekers and grantee partners.
- Undertake special projects as assigned or initiated.
Essential Skills and Experience:

- BA/BS degree
- High degree of personal and professional integrity
- Respect for colleagues, community and grantee partners, and donors
- Excellent written and verbal communication skills
- Excellent research and analytical thinking skills
- Excellent organizational, administrative, and computer skills, with evidence of dependability and effective work habits
- Self-motivated and willing to be available for assignments as they arise
- Eagerness to learn, the ability to give and receive feedback, and a commitment to personal growth.
- Ability to take direction from multiple sources and to work effectively independently and in team settings
- Superior customer service skills with diverse stakeholders
- Ability to maintain good spirits and humor under pressure

Beneficial Skills and Experience:

- Previous experience conducting research and providing administrative support
- Previous experience with nonprofit organizations or foundations

Community Foundation Overview:

The Vermont Community Foundation was established in 1986 as a permanent source of support for the state. We are a family of hundreds of funds and foundations created by Vermonters to serve their charitable goals. We provide the advice, investment vehicles, and back-office expertise to make your giving easy and inspiring. Together, our funds and programs provide more than $12 million a year in grants in Vermont and beyond.

About our work to close the opportunity gap: In 2018, the Foundation declared its belief that the opportunity gap was the single greatest challenge to the health and vitality of the state. Too many people in Vermont don’t have access to opportunities that help them get ahead in life, and we want to change that. Our work to close this opportunity gap involves deepening the Foundation’s connections in communities across the state, targeting our grantmaking resources, and making more place-based investments. And we are focused on these four issue areas: early care and learning, college and career training, family supports, and community vitality.

The Vermont Community Foundation provides a competitive salary and a comprehensive employee benefits package.

Location:

Due to the pandemic, the Community Foundation is currently working remotely. We anticipate a return to in-person work when it is deemed safe to do so.

Instructions for applying:

Reminder: this position is for 18-24 months. Please submit a cover letter and resume no later than Friday, March 12th to humanresources@vermontcf.org.

The Vermont Community Foundation is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, religion, gender, gender identity, sex, age, marital or civil union status, national origin, ancestry, sexual orientation, place of birth, citizenship, military or veteran status, HIV status, genetic information, disability, or any other legally protected status as defined and required by state and federal laws.