



**Job title:** McClure Foundation Special Projects Manager  
**Department:** McClure Foundation  
**Reports to:** McClure Foundation Executive Director  
**Effective Date:** August 24, 2024 (or as soon as is permitted)  
**Employee Status:** Full-time salaried exempt  
**Salary Range:** \$70,000 - \$85,000

### **Working at the Vermont Community Foundation**

For more than 35 years, the Vermont Community Foundation has served Vermonters and their families by inspiring giving and bringing together people and resources to make a difference in Vermont. That mission provides the bedrock for our workplace culture. Our employees are passionate about making a difference every day. We approach our work with curiosity, respect, integrity, and joy. We believe in collaboration, equity, and diversity. When you join our team, your work will matter.

### **Working at the McClure Foundation**

The McClure Foundation is a 30-year supporting organization of the Vermont Community Foundation that works to make postsecondary education the easy choice and to strengthen college and career training pathways to Vermont's most promising jobs. Our culture is an extension of the Vermont Community Foundation's culture. We lead with curiosity, respect, integrity, and joy and bring a trust-based approach to our work.

### **Position Overview**

The McClure Foundation is ready to grow beyond its longtime structure of a single staff person. It seeks to hire a detail-oriented professional who cares about the future of Vermont and has experience managing systems-level change efforts, public-private partnerships, and/or policy advisory efforts and campaigns.

In addition to managing a \$1M+ annual grantmaking portfolio, the McClure Foundation leads mission-aligned strategic initiatives including the Vermont's Most Promising Jobs campaign and Vermont's Free Degree Promise. The McClure Foundation Special Projects Manager is at the center of these efforts and plays a key role in their operations. The Special Projects Manager is responsible for working in close coordination with the Executive Director to effectively steward and scale the day-to-day operations of these and other complex initiatives through all stages of development, from conception to completion. Through management responsibilities relating to these strategic initiatives—which include a public-private partnership and policy advisory efforts—the Special Projects Manager will engage with a diverse range of governmental, nonprofit, educational, and community partners working to expand career pathways and equitable postsecondary attainment in Vermont.

In addition, the Special Projects Manager may support the Executive Director in managing the components of the Foundation's grantmaking portfolio that relate to these strategic initiatives. Responsibilities may extend across the full lifecycle of grantmaking from strategic planning and proposal pipeline development; to proposal review and due diligence; to supporting, assessing, and communicating the impact of grant-funded work.

The Special Projects Manager reports directly to the McClure Foundation Executive Director and works in collegueship with the entire Vermont Community Foundation staff. This position offers an exceptional opportunity for a mission-driven professional to directly participate in systems-level change efforts, gain a deep understanding of grantmaking and roles for philanthropy in Vermont, expand working relationships with a wide range of people and partners, and serve as a valued member of a high-functioning team.

### **Essential Responsibilities**

The Special Projects Manager is responsible for:

- Effectively managing many of the workstreams and day-to-day operations of the public-private partnerships and policy advisory efforts the Foundation is involved with; encompassing a broad range of activities that advance initiative success including direct partner and public outreach, meeting facilitation and events management, and performance metric tracking and oversight.
- Raising public, practitioner, and policymaker awareness of our key initiatives
- Using stories and data to compellingly communicate the Foundation's theories of change and the impacts and insights generated by the Foundation's initiatives
- Partnering interdepartmentally across the Vermont Community Foundation to support the advancement of the McClure Foundation's initiatives and the integration of the McClure Foundation's impact into the Community Foundation's framework for closing the Opportunity Gap
- With the Executive Director, ensuring that the Foundation's policy-related work is aligned with the priorities of the people and communities it serves
- With the Executive Director, design and implement an annual policy advisory and advocacy plan that advances McClure Foundation's legislative priorities. This may include grassroots organizing and fieldwork
- Coordinate the writing and dissemination of regular initiative updates and related communications to external partners
- Attending and occasionally leading meetings with initiative partners
- Overseeing and tracking key performance metrics for impact in the Foundation's initiative-level work
- As needed, support the Executive Director in the full lifecycle of grant portfolio management

### **Key Competencies**

Our organization's culture is designed to inspire and empower employees to do their best work every day. We are committed to creating a safe, inclusive, and positive workplace. In keeping with our core values, we are seeking a team player who brings the skills and qualifications named below and who values collaboration, diverse perspectives, and community.

- Enthusiasm for making postsecondary education the easy choice for Vermonters and for improving equity, justice, inclusion, and belonging in Vermont communities
- Demonstrated initiative and the ability to work independently
- Proven ability to manage complex workstreams through excellent organizational skills and attention to detail, including the ability to multitask, be responsive, and balance priorities
- Experience managing regional or state-level policy advisory or advocacy campaigns including field outreach responsibilities
- Grantmaking experience, or experience bringing discernment to resource allocation strategy and decisions
- Strong oral communication skills with proven ability to interact respectfully and effectively with a diverse range of partners, state and local leaders, donors, and community members

- Excellent writing skills with the ability to distill, organize, and communicate clearly
- A demonstrated commitment to community and building strong partnerships through trust and accountability
- Willingness and ability to travel throughout Vermont
- Demonstrated commitment to the values of curiosity, respect, integrity, and joy
- Excellent customer service and responsiveness to community partners
- Proficiency in Microsoft platforms

### **Education and Experience**

Bachelor's degree and at least five years of professional experience working on systems-level change efforts resulting in long-lasting positive impacts. (Five or more years of active experience in advocacy campaign fieldwork or mission-focused systems-level change efforts can substitute for a bachelor's degree.)

### **Location**

This position can be remote or hybrid in Vermont with access to our Middlebury or Burlington office as needed. It requires occasional travel for in-person meetings across the state.

### **Instructions for Applying**

Please send your resume and a cover letter to [careers@vermontcf.org](mailto:careers@vermontcf.org). Applications will be accepted until the position is filled.

*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.*