



**Job Title:** Executive Director, The Curtis Fund  
**Department:** The Curtis Fund/VCF Grants & Community Impact team  
**Reports to:** VCF Vice President for Grants & Community Impact  
**Salary Range:** \$70,000 - \$85,000, 0.8 FTE (32 hours/week) salaried exempt

### **Working at The Curtis Fund**

The mission of [The Curtis Fund](#) is to offer scholarship support for postsecondary college and career training for Vermonters in need. The goals of The Curtis Fund Board are to support more students, to help those students meet the increasing costs of postsecondary education and training, and to expand the types of learners served by the fund. Towards these ends, The Curtis Fund Board seeks a dynamic executive director to increase outreach, develop strong partnerships, explore new program options, and lead fundraising efforts. The Curtis Fund is a supporting organization of the [Vermont Community Foundation](#).

For 38 years, the Vermont Community Foundation has served Vermont through philanthropy and building stronger communities. The VCF mission—Better Together: inspiring giving and bringing together people and resources to make a difference in Vermont—provides the bedrock for our workplace culture. The Foundation’s work is focused on closing the opportunity gap by focusing on five impact areas: Education & Training, Economic Equity, Health & Wellbeing, Democracy, Trust & Community Leadership, and Climate & the Environment. VCF employees are passionate about making a difference in Vermont and finding ways to close this gap. We approach our work with curiosity, respect, and integrity, and believe in collaboration, equity, and diversity. When you join our team, you and your work matter.

### **Position Overview**

The executive director represents The Curtis Fund in all interactions and relationships and helps coordinate and lead programs, partnerships, and fundraising. The executive director will work closely with the board, its president, and VCF to identify and provide follow-up and ongoing relationships with prospects and donors. The executive director will partner with the Vermont Student Assistance Corporation (VSAC), the Vermont Association for the Education of Young Children (VTAEYC), the Community College of Vermont (CCV), and other key state organizations to develop a strong understanding of trends, challenges, and opportunities in post-secondary education and training. The executive director will also collaborate with the board and its president on strengthening and developing the fund’s programming to align with its mission, vision, and values. Finally, the executive director will collaborate with the Board and its President on related communications, events, and grassroots efforts to further the mission and interests of the Fund.

### **Essential Responsibilities**

#### **Fundraising (50%)**

- Implement The Curtis Fund’s fundraising strategy with a particular focus on a major gifts campaign and planned giving

- Serve as the primary contact for donors, prospects, and partners
- Plan and execute annual appeals to grassroots donors
- In coordination with VCF's Finance team and Philanthropy team, receive, record, and acknowledge all donations and other outcomes of each solicitation
- Collaborate with the board to ensure that all fundraising activities are understood and supported by its members

#### **Programmatic (25%)**

- Support the board of directors in strategic visioning, planning, and assessment
- Serve as liaison with VSAC, including negotiation of the annual service contract, reviewing scholarship criteria, determination of funding levels
- Work with VSAC to expand, manage, and evaluate the Credentials of Value Program (CoV).
- Collaborate with VSAC to gather data on and evaluate outcomes of Curtis Fund grantmaking across all programs (traditional, adult learner, and CoV) and provide reporting to the Board and funders
- Collaborate with partners in Vermont and beyond to inform the Credentials of Value program's growth, development, and assessment
- Represent the Curtis Fund at local, regional, and national events

#### **Communications (15%)**

- Create and implement Curtis Fund's strategic communications plan
- Oversee production of Curtis Fund's newsletter and other communications, including developing themes for content and managing contracted copywriter, graphic designer, and print house
- Update Curtis Fund master mailing list as necessary
- Oversee Curtis Fund's website and make sure it is up-to-date and accurate; manage the contracted web designer
- Correspond with past and current Curtis Fund scholarship recipients to build an understanding of their experiences and to advance the mission and visibility of the fund
- Serve as the primary point of contact for public and media inquiries about The Curtis Fund, including directing scholarship inquiries to VSAC

#### **Organizational (10%)**

- Support the Board of Directors as necessary, including review of meeting agendas, participation in board and committee meetings, and review of minutes
- Provide regular updates to the board on development activities and scholarship and CoV activities
- Oversee annual operating budget developed with the VCF Finance team and board treasurer
- Maintain knowledge of Curtis Fund archives and maintain board- and staff-related files
- Work with the VCF support team to coordinate administrative tasks and processes for The Curtis Fund, as necessary
- Participate in VCF's staff-wide retreats and trainings, including Diversity, Equity, and Inclusion training and others

#### **Skills and Experience**

- Knowledge of post-secondary education, training, and pathways
- Demonstrated excellence in organizational and communication skills
- Experience, aptitude, and energy for fundraising and relationship building
- Proven ability to successfully conduct gift solicitations
- Strong writing and editing skills
- Basic computer aptitude and skills, especially with CRM databases

- Ability to develop timelines, set priorities, be self-directed, and work collaboratively
- Local and regional travel and participation in off-hours Curtis Fund events will be required

**Location: This position may be hybrid with access to VCF's Middlebury and Burlington offices.**

### **Instructions for Applying**

Please send your resume and cover letter to [careers@vermontcf.org](mailto:careers@vermontcf.org) by April 12, 2024.

*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.*