



Job Title: Vice President for Grants and Community Impact
Department: Grants and Community Impact
Reports to: President & CEO
Effective Date: January 2022

The Vermont Community Foundation seeks a Vice President for Grants and Community Impact to spearhead the organization's work in ways that bring together people, ideas, and charitable capital in support of strong, healthy, and vital Vermont communities.

The Foundation is on a strong growth trajectory, with over \$400 million in assets and more than 750 different charitable funds, each established by generous individuals, families, businesses, and organizations in support of a wide variety of issues. The Foundation is considered a national leader in place-based mission investments, with a significant portion of its assets allocated to community investments that directly impact Vermonters.

The Vice President for Grants and Community Impact reports to the President & CEO and serves on the senior management team. The successful candidate will propel the Foundation's work to the next level of impact, scale, and relevance. This position will be responsible for managing the Grants and Community Impact team, developing strategy, and implementing programs that deepen the Foundation's impact in Vermont communities, as well as connecting with and inspiring the Foundation's donors. This position will also be responsible for building an evaluation framework that monitors and communicates our progress.

We are seeking an individual with excellent strategic thinking and planning skills, strong operational and management experience, the ability to work in a dynamic and fluid environment, experience in developing public and private partnerships, and a familiarity with grants management and the role of philanthropic capital in community and economic development.

Primary duties and responsibilities include:

- Manage the GCI team, provide coaching and mentoring, and develop the team to optimize capacity, skills, and talents
- Adeptly manage projects and processes that support the Foundation's grantmaking programs, including necessary community engagement for effective grantmaking through our unrestricted and field of interest (discretionary) grants programs, donor advised programs, and special initiatives.
- Build strong relationships with key partners in the nonprofit, private, and public sectors
- Advance an inspiring and effective strategy that identifies opportunities and deploys resources for community investments (including but not limited to grants, equity, debt, and other instruments) in support of the Foundation's mission and long-term goals
- Provide leadership for major programmatic efforts at the Foundation, including the coordination of engagement with donor advised funds and supporting organizations on those efforts
- With the Chief Financial Officer, jointly supervise the implementation of the Foundation's place-based mission investing strategy, including reporting

- Evaluate, monitor, and communicate progress toward the Foundation’s goals for community impact
- Serve as a Foundation-appointed board member of the Foundation’s supporting organizations, as needed
- Represent the Foundation in professional networks and at community events
- Participate in cross-sector (nonprofit, government, business, grantmaking) collaboratives that advance the Foundation’s mission and goals
- In coordination with the Vice President for Philanthropy advise and counsel fundholders, nonprofits, and other Foundation constituents

Professional experience and personal qualities

While we recognize that no one person will have all these qualities, the successful applicant will bring many of these characteristics to the position:

- Bachelor’s Degree required, Master’s degree a plus
- Experience as an effective manager within a growing organization, with an ability to handle shifting priorities and an appetite for new ideas and approaches
- Exceptional interpersonal skills and experience building and being a part of an effective team
- Ability and enthusiasm for working with, and building bridges between, a range of diverse stakeholders
- An appreciation for the unique opportunities of Vermont communities
- Strong facilitation and communications skills and the ability to be an effective, outgoing spokesperson for the Foundation’s goals in the community
- A strong understanding and/or interest in philanthropic advising, community-based investments, and community and economic development
- Experience with a broad range of nonprofit, community-based organizations, and public sector entities
- Commitment to the Foundation’s mission and to its core values of curiosity, respect, and integrity
- An appreciation for the joy of giving and the potential of philanthropy

Location

This position could be based in our Middlebury or Burlington office.

Instructions for Applying

To apply, please send cover letter and resume to: agrad@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, ancestry, 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.