

## POSITION DESCRIPTION

**POSITION TITLE:** Vice President, Civic Leadership  
**Classification:** Exempt  
**Reports to:** President

### I. Position Summary

The Community Foundation for Northeast Florida, Inc. (Foundation) is a nonprofit service organization serving donors and their charitable or philanthropic causes by providing expert assistance in developing unique ideas, approaches and strategies for giving. All staff members are expected to have an understanding of and commitment to the Foundation's goals and mission; maintain a professional attitude; possess the ability to establish and maintain positive working relationships with others; and be committed to serving the community with passion, integrity and energy!

The primary focus of the Vice President, Civic Leadership is to lead key strategic community engagement efforts of the Foundation, including development and oversight of specific initiatives and grants. The position's role is to serve as a convener and a catalyst on emerging issues with a goal of enhancing the Foundation's impact in the communities it serves, and to better serve donors with whom the Foundation works. As a member of the executive leadership team, this person will play a key role in the development of the Foundation's overall strategy, conduct and/or oversee research regarding potential (and/or expansion of current) grantmaking programs and initiatives, lead the Foundation's nonpartisan public policy and advocacy agenda, establish and monitor specific initiative goals and objectives, convene stakeholders, monitor progress, and communicate results to the community.

### II. Detailed Responsibilities

*Listed below are major duties and responsibilities of this position. It is not designed or intended to cover or contain a comprehensive listing of the activities, duties, or responsibilities of the employee.*

- Exhibit a credible, visible presence as an active member of the community, serving as a bridge between resources and needs
- Conduct research and make recommendations regarding new and/or existing civic leadership initiatives
- Oversee the tracking and monitoring of community data relevant to current and emerging community needs
- Collaborate with Vice President, Program and the Program team to develop and manage strategy for identified grantmaking activities from field of interest and unrestricted funds
- Assist with planning, resourcing and implementation of civic leadership initiatives, including development of key objectives, goals and benchmarks

- Promote a culture of community engagement throughout the Foundation and into the neighborhoods and communities it serves
- Champion the Foundation's commitment to Diversity, Equity and Inclusion through building cultural competence within the organization as well as developing strategic partnerships and trusting relationships with thought leaders and non-profit organizations dedicated to advancing under-represented populations
- Convene planning committees of community stakeholders as appropriate
- Continuously monitor progress of initiatives and track against objectives, goals and progress measures
- Consult with donors and donor collaboratives, providing them with the information they need to make informed investments in the community consistent with their goals and values
- Actively seek to design, develop, and participate in coalitions across the community
- Work with Development and Program staff to fully integrate civic leadership activities with the Foundation's broader development and grantmaking strategies
- Champion the Foundation's focus, priorities, and partnerships with all relevant stakeholders
- Represent the Foundation in the community through participation in community events, making public presentations and participating in community councils, advisory committees, and other civic and grantee events as appropriate
- Perform other duties needed to help the Foundation realize our mission and live our organizational values

#### **Inter-departmental Links**

- Serve as a member of the Foundation's executive team to oversee and coordinate departmental and organizational policy development and implementation
- Work to strengthen inter-departmental communications to help achieve the Foundation's long-term strategic plans
- Support the integration of functional areas including Development, Philanthropic Services, Finance, as well as the office of the President

### **III. Qualifications and Experience**

- Bachelor's degree from an accredited university; graduate degree in public policy or related field a plus
- Minimum five years' experience working in a philanthropic / nonprofit / public policy organization
- Commitment to the Foundation's mission and values
- Experience in visioning and executing innovative initiatives that address root causes
- The ability to translate innovative ideas into action
- Experience with complex cross-sector initiatives requiring broad buy-in
- Supervisory experience with demonstrated strengths in people management and leadership

- Demonstrated ability to work effectively as a part of a larger management team and contribute to goals beyond a single functional area
- Highly developed people skills and ability to interact respectfully with people of diverse backgrounds, perspectives, and cultures
- Excellent written and oral communication skills
- Ability to be versatile, flexible, and manage effectively in a changing environment
- Ability to think and act independently with good judgement and minimal supervision as well as the ability to work well in a team environment
- Ability to lead systems redesign and process improvement to increase effectiveness and efficiency of the Foundation's grants and initiatives functions
- Commitment to service; compassionate
- Must be self-motivated, professional and embrace high ethical standards
- Experience driving public policy and advocacy agendas
- Excellent computer skills including working knowledge of Microsoft Office365 and ability to learn and work with the Foundation's grant management and customer relationship management software platforms
- General ability to perform the essential functions and overall physical and mental requirements of this position, including stamina to perform tasks over extended periods
- A valid State of Florida Driver's license and access to a motor vehicle. Local and some long-distance travel required.

***The Community Foundation maintains a policy of nondiscrimination in all conditions of employment and commits itself to providing equal employment opportunities to all employees and applicants for employment regardless of race, color, religion, sex, age, disability, handicap, veteran status, marital status, national origin, sexual orientation, gender identity or expression, and any other status protected by law.***