

Position Title: Community Impact Manager

Reports to: Director of Community Impact and Donor Engagement

Position Description: The Community Foundation is looking for an outgoing self-starter who can partner with the President/CEO and staff in growing the organization. The person must be able to develop relationships and have a demonstrated ability to work with diverse groups, as well as sound interpersonal skills such as listening and discerning opinions, suggestions, and recommendations of others quickly and easily. The Community Impact Manager must bring a strong sense of accomplishment, be intentional and diligent in completing tasks, and possess a strong sense of integrity. This position is responsible for providing support for the Community Foundation's discretionary grant making and nonprofit support programs and serves as a working member of the CFWC team to carry out the Foundation's activities.

Position Summary -- This is a full-time position with a salary range of \$45,000-55,000, depending on education and experience. Medical, dental and vision benefits package offered, SIMPLE IRA retirement match, paid vacation, holidays, and sick leave.

Specific Responsibilities may include:

Grant support

- Provides support to the Grants Committee and other related committees that review applications and make grant recommendations.
- Implements timelines and decision-making policies established by the Grants Committee and staff leadership.
- Implements efficient practices to ensure that Grants Committee members, donors, and Authorized Representatives have a positive experience recommending grants that are the best fit for the funds' criteria.
- Ensures that efficient practices are used so that reviewers and applicants have a positive experience.
- Assists with recruiting Grants Committee members and assists with training and orientation. Trouble-shoots when reviewers have difficulty with technology to complete their assigned reviews.
- Coordinates grant review assignments.
- Monitors amounts available for grants versus amount awarded and ensures that overspending does not occur.
- Ensures that grant applications meet the criteria as stated in the fund agreements.
- Certifies that due diligence has been performed on all grantees.
- Addresses inquiries from donors, Authorized Representatives, grantees, and applicants.
- Creates reports that show progress and grants awarded.
- Provide grant/fund impact stories for marketing efforts.

Nonprofit/ Agency support

- Manage the Foundation's online grant making databases and website to ensure timely and accurate information and communication with nonprofit partners and effective program evaluation.

- Oversee the program administration of the Foundation’s discretionary grant programs (Responsive Grants).
- Plan, implement and evaluate opportunities for CFWC to provide nonprofit capacity building programs.
- Educate agencies on CFWC funds/initiatives to assist them in garnering long term sustainable funding.
- Assist in maintaining and expanding the Foundation’s contact with local nonprofit organizations and identification of local needs.
- Assess and assist in the planning and implementation of CFWC annual Giving Day
- Provide logistical support for department meetings and events including, but not limited to, creation and delivery of training content, reserving space, catering services, and registration.
- Represent the Foundation at events, as needed.

Database and Records Management

- Learn and become proficient with fund software.
- Support the Director of Community Impact and Donor Engagement with the administration of gifts and maintenance of donor records in compliance with the Foundation’s processes and systems, including tracking donor contacts and interests, recognizing donors through recognition/ stewardship programs, maintaining accurate fund files, notifying families of memorial gifts, and ensuring that appropriate persons receive reports and communications.
- Generate queries, reports, exports, and any other data as requested.
- Maintain security and quality controls.

Personal Attributes:

High energy and very detail oriented with strong interpersonal skills. Good written and verbal communicator. Ideal candidate will be a “team player,” creative, innovative and enjoy working with people and nonprofit organizations. Candidate should have strong organizational skills, proven experience in a multi-tasking environment, solid knowledge of office-related software (knowledge of Microsoft Word, Excel) and equipment, and excellent communication skills.

Job requires the typical physical demands associated with office work and customer relations. Ability to travel to and effectively participate in meetings with current and potential donors, civic leaders, representatives from other nonprofit organizations, and the community at large.

Education and/or Experience:

Bachelor’s degree preferred, or Associate’s degree with work experience. Prior experience within the area of community outreach, business or nonprofit development, communications or human services preferred.

TO APPLY:

Please send cover letter and resume to Stacey Crawford (President/CEO) at cfwc@cfwcmd.org or by mail at 37 S. Potomac St. Hagerstown, MD 21740.

Materials should be received no later than Friday, June 30, 2023 at 4:00pm