

Western Indiana Community Foundation

**Position Title:**

Director of Community Engagement

Reports To: Chief Executive Officer

FLSA Status: Exempt

Supervisory Responsibilities: None

To Apply: Send cover letter and resume to info@wicf-inc.org.

Join Western Indiana Community Foundation (WICF), an affiliate network of community foundations working together to lead change, improve lives, and lift communities through effective philanthropy. As a nonprofit organization we are the leading grantmaking organization in Western Indiana. WICF connects people who care with causes that matter through grantmaking, scholarships, community leadership and special project initiatives. The WICF service area represents Fountain and Vermillion counties.

Position Summary

WICF is looking for a director of community engagement who can assist with leading the development of grantmaking and scholarship programs and enhance the foundations community engagement activities in Western Indiana. The director of community engagement provides secondary support to the foundation's communication and marketing efforts, assists as appropriate with fiscal affairs, and provides support for donor development activities.

Essential Job Functions

I. Administer organized, efficient, and impactful Grantmaking & Scholarship Programs – including but not limited to the following:

- Work closely with board of directors and committees to ensure member orientation, strategic planning, excellent meetings, and administration of grantmaking and scholarship programs in accordance with the law, donor wishes, and relevant policies, including conflict of interest policies.
- Ensure effective communication and maintain and strengthen positive relationships with local schools, colleges/universities, vendors, grant applicants, grantees, chairs of committees, committee members, co-workers, parents, students, board members, non-profit organizations, and the public.
- Ensure effective grantmaking and scholarship processing steps, accurate and timely grant and scholarship awards, letters, required due diligence and documentation, records, and reports.
- Work with committee members, volunteers, and staff to build community awareness, understanding and participation in grantmaking and scholarship programs. Examples include but are not limited to website, events, presentations, press releases, publications, radio, social media, signage, etc.
- Work with co-workers, committee members, and volunteers to organize and coordinate grant and scholarship events.
- Monitor, report, evaluate, and advance community foundation grantmaking and scholarship programs. Seek input from grantees, scholarship recipients, committee volunteers, and the community.
- Pursue knowledge, ideas, and best practices from the field; remain current on laws and issues affecting grantmaking and scholarship awards.
- Attend scholarship meetings, and non-profit and school events and functions to promote the Community Foundation and strengthen partnerships in the community.
- Serve as an appropriate resource to applicants and grantees.
- Strengthen relationships with unrestricted fund founders, field of interest fund founders, and donor advisors by communicating grantmaking and scholarship opportunities and encouraging appropriate participation.
- Build relationships with nonprofits, volunteers, scholarship recipients, fund founders, and families to create future donors and increased giving.
- Perform other duties as assigned.

II. Administer organized, efficient, and impactful Community Engagement activities – including but not limited to the following:

- Oversee and administer community leadership work including staying current on community needs, including leading community needs assessment reviews; coalition building with community leaders, organizations, and funders; and facilitate community meetings as needed.
- Maintain a close working relationship with the County Council, County Commissioners, Town Boards, Legislators, and local business and industry leaders, in all job retention, creation, and recruitment activities and decisions.
- Promote and encourage citizen involvement in the industrial and economic growth of the area through frequent public contacts and full utilization of the area media and civic organizations.
- To ensure, through close working relationships, the involvement/support of the state government and other organizations committed to the economic development of the State of Indiana.
- Seek creative solutions to finalize projects that benefit both the county and the public and private entities.
- Serve as staff liaison and leader for community initiatives.
- Provide leadership for special project initiatives.
- Assist with developing and establishing new permanent and non-permanent funds, as appropriate.
- Assist with fundraising and donor development, as appropriate.
- Assist with marketing and communications as related to programs, grants, and scholarships.
- Perform other duties as assigned.

Essential Skills and Experience to be Successful

- A four-year degree in related field or equivalent experience.
- A minimum of five years professional experience in grants and/or scholarship administration or a related field.
- Meeting facilitation skills.

- Demonstrated excellence in writing, proofreading, and editing. High level of computer and technology proficiency.
- Creativity, research, and analytical skills.
- Ability to develop plans, set priorities, and implement overarching organizational strategies, as well as specific, targeted projects.
- Proven customer service ethic (internal and external) and high expectations for quality.
- Excellent attention to detail. Ability to analyze and think critically.
- Experience in a nonprofit environment (foundation experience preferred).
- Unwavering commitment to WICF values and mission.
- Ability to work well within a team environment.
- Familiarity with the field of philanthropy and nonprofit sector, or willingness to learn.

Physical Requirements

- The majority of job is located inside an office setting.
- Evening and weekend work is required when project delivery dictates.
- Regular use of keyboard.
- Consistent sitting for many hours at one time.
- Ability to lift up to 20 pounds, bend, and stoop.

Compensation

Salary is competitive. Benefits include paid time off for vacations and sickness and a monthly employee stipend.

This job description does not represent an inclusive list of all duties encompassed in this position but serves as a tool to assist the employee in this position. The existence of this job description, or any other job description, does not in any way negate Western Indiana Community Foundation's "at will" employment status.