

JOB DESCRIPTION: DIRECTOR OF COMMUNITY IMPACT

I: KEY INTERFACES

Reports to: President/CEO

Primary Role (Serve, Grow, Impact, Inspire, Steward): Impact

Internal Interfaces: All NTCF staff – Primarily C-Suite, Communications, Donor Relations, and Finance

External Interfaces: Nonprofits, private foundations, NTCF board, and community leaders

Supervises: Community Impact Grants Coordinator, external consultants

II: POSITION OVERVIEW

North Texas Community Foundation drives meaningful change through charitable investment, helping a network of donors meet the changing needs of our growing community.

As head of the Community Impact department, the Director will provide essential leadership in driving achievement of the Foundation's goals for impact across the North Texas region.

Reporting to the CEO and working in concert with Directors responsible for Donor Engagement, Charitable Gifts and Finance, the Community Impact Director and team will leverage the Foundation's assets—monetary and otherwise—to inspire philanthropy that will increase the region's vitality. More particularly, the Director will be expected to

- Serve as a strategic thought partner for the CEO and the Foundation's senior leadership
- Drive the team's planning and operations while ensuring alignment with broader strategic goals
- Initiate timely research on critical community needs and resources, solidify the internal structure to support donors and others with competitive community knowledge, and demonstrate results against measurable objectives
- Support innovative solutions that advance the well-being of our community and its residents
- Develop and cultivate trusted community relationships across the region
- Champion the Foundation's focus, priorities and partnerships with all relevant stakeholders
- Exhibit a credible, visible presence in the community, serving as a bridge between resources and needs

III. RESPONSIBILITIES

The Director of Community Impact leads the Foundation's discretionary grantmaking and deepens the Foundation's knowledge and impact on key community issues. Responsibilities include: representing NTCF on community leadership activities alongside private, public and nonprofit sectors to improve community well-being; oversight of the Foundation's grant cycles; cross-department knowledge sharing to lead to investable opportunities and increased impact messaging. All activities are undertaken with goal of ensuring effective stewardship and distribution of NTCF resources to local nonprofits.

A: Community Leadership

1. Support the President/CEO in advancing community leadership goals through stewarding collective impact funds, co-creating strategies for NTCF to respond to community needs, and developing partnerships to drive investment.

2. Develop and deepen the Foundation's knowledge of key community issues through coordinating and hosting meetings with nonprofit, civic, and philanthropic stakeholders on critical areas of concern.
3. Represent the Foundation at relevant funder, nonprofit and community events.

B. Grantmaking

1. Provide oversight and strategy for the Foundation's grant programs including: allocation of annual spendable amounts, establishing funding priorities in line with donor intent, developing eligibility criteria, coordinating with Donor Relations to share opportunities with fundholders, determining committee strategy, raising funds from private foundations as needed, overseeing/leading grant review meetings, and developing grantee impact measurement tools.
2. Evaluate, monitor, and communicate progress toward the Foundation's goals for community impact
3. Identify investable opportunities and plan Mission in Action events to inform and inspire effective philanthropy among fundholders.
4. Communicate impact of philanthropic investments broadly to both fundholders and the community.
5. Supervise and support the Grants Coordinator in project managing the entire grants lifecycle.

C: Department Leadership

1. Lead collaborative cross-department meetings to share community knowledge, discuss investable opportunities, and communicate grantee stories.
2. Provide updates on Community Impact work to NTCF board and other community stakeholders.
3. Lead Community Impact budgeting and strategic planning in close coordination with the President/CEO.
4. Manage all budgets, contracts/contractor relationships, and invoices related to Community Impact initiatives.
5. Expand network with peers at other community foundations.

IV: SUPERVISOR RESPONSIBILITIES

A: Strategic Responsibilities

1. Set department performance goals that support the NTCF strategic plan (Serve, Grow, Impact, Inspire, Steward)
2. Prepare and conduct performance reviews; help set improvement/stretch goals
3. Recommend reward and promotion based on performance

B: Day-to-Day Management

1. Organize workflow; delegate tasks
2. Monitor employee productivity
3. Hire and train new employees
4. Ensure adherence to legal and company policies and procedures

C: Coaching & Communication

1. Ensure that all employees understand their duties or delegated tasks
2. Ensure mutual understanding of individual, department, and organizational goals
3. Provide constructive feedback and coaching
4. Receive complaints and resolve problems
5. Undertake disciplinary actions when necessary

V: POSITION QUALIFICATIONS

A: Experience

1. Successful executive leadership and management in relevant community-based contexts
2. Experience with complex cross-sector initiatives requiring broad buy-in; the demonstrated facility to work seamlessly with a multiplicity of place-based stakeholders and partners
3. A superior record of people development; someone experienced in leading, building and guiding a strong team of committed contributors; a player/coach who leads by example
4. Broad experience with nonprofit management
5. Grants management experience, preferably in grantmaking role

B: Knowledge/Skills

1. The proven ability to lead others in a constructive manner while building productive relationships
2. Exceptional communication and influencing skills; the facility to convey complex information in ways that are accessible to varying audiences; comfort being a Foundation spokesperson
3. The creativity to see opportunities for partnership, collaboration or investment that otherwise might go untapped, coupled with the resourcefulness to help capitalize on such opportunities
4. Knowledge of diverse community needs (e.g., homelessness, child welfare, racial equity, mental health, land conservation, etc.)
5. Exceptional analysis, research, and writing skills including ability to produce succinct and informative communications (both oral and written)
6. Basic understanding of endowments and nonprofit finance principles

C: Education

1. Preference for candidates with a bachelor's degree or higher, but all aspects of a candidate's experience, knowledge, skills, and education will be considered.

VI: CORE QUALIFICATIONS

A: Community/Donor Focus

1. Strong philanthropic principles and demonstrated commitment to community
2. Provides excellent service to both external and internal customers

B: Continuous Improvement Mindset

1. Comfortable in a high-performing, fast-paced and rapidly growing organization
2. Flexibility; adaptability to change
3. Self-starter: Innovative solutions and creative problem-solving

C: High-Quality, Efficient Work

1. Time-management / organizational skills
2. Works independently and as part of a team

D: Character

1. High level of personal and professional integrity and ethics
2. Always handles confidential information with discretion

10/11/2023

VII: How to Apply

Please submit a cover letter and resume as a single PDF to connect@northtexascf.org, listing Director of Community Impact in the subject line.