

### **POSITION DESCRIPTION**

The Community Impact Program Officer will provide strategic leadership and relationship building with community and non-profit leaders with the goal of providing actionable opportunities for NTCF donors to invest for impact in North Texas. This role will lead grant cycles, manage the Community Impact Grants Coordinator position, and oversee initiatives that prioritize sustainable and inclusive growth. The Community Impact Program Officer will be adept at project management and implementation, ensuring timely execution of programs that align donor interests and resources to address community needs while achieving measurable outcomes. The ideal candidate will bring creative perspectives and ideas to elevate the department's operations, while fostering a culture of high performance, collaboration, and accountability.

### **ABOUT NORTH TEXAS COMMUNITY FOUNDATION**

NTCF drives meaningful change through charitable investment. The Foundation helps donors meet the needs of our community by providing tax-efficient strategies to support the causes they care about most. We serve a network of generous individuals, families, and businesses intent on shaping the future of North Texas for good, forever.

NTCF offers unique employment opportunities for individuals wanting to make a positive impact in our region. We provide an inclusive and team-oriented work environment, a competitive benefits package and professional development opportunities. We are designated as a "Best Place for Working Parents" and were named as a "Best Company to Work for" by Fort Worth Inc. Magazine.

### **CORE RESPONSIBILITIES**

#### **COMMUNITY LEADERSHIP AND ENGAGEMENT**

- Support the Director of Community Impact's strategies to collaborate with stakeholders on opportunities that align community priorities, donor interests and sustainable practices.
- Facilitate partnerships to address systemic challenges, including opportunity and access to resources for communities in need.
- Support inclusive engagement strategies to amplify underrepresented voices.
- Evaluate development projects for impact, scalability, and alignment with organizational goals.
- Develop active and broad external engagement to ensure Foundation and fundholder awareness of local community needs and opportunities, as well as a broad understanding of trends and needs in the philanthropic ecosystem.
- Build and maintain relationships with relevant peers in local philanthropy, government, nonprofit sector, and business community that may lead to collaborations and partnerships to leverage fundholder resources and increase our impact.

#### **GRANTMAKING STRATEGY AND ADMINISTRATION**

- Develop and execute fundholder education, site visits, information gathering and sharing to help inform NTCF's grantmaking.

- Oversee the design and execution of grant cycles, including the processes and procedures required to support NTCF's grant committees, ensuring alignment with community impact goals.
- Manage outreach, review, and evaluation processes to support effective grantmaking.
- Supervise the Community Impact Grants Coordinator, providing mentorship and performance management.
- Manage the budgets for grant cycles, reporting status to the Director.
- Coordinate site visits with grantees.
- Prepare reports and presentations to communicate results to stakeholders.

## PROJECT MANAGEMENT AND IMPLEMENTATION

- Lead the planning, execution, and monitoring of key initiatives, ensuring alignment with strategic goals.
- Develop and manage project timelines, deliverables, and resource allocation.
- Utilize project management tools to track progress, mitigate risks, and deliver results on time and within budget.
- Collaborate with peers in other functional areas, sharing knowledge, grant opportunities and community impact stories.
- Facilitate cross-functional collaboration to ensure smooth implementation of programs and initiatives.

## PROGRAM DEVELOPMENT FOR GRANTEE COHORTS

- Develop community-focused curricula and programs that address systemic challenges, promote equity, and align with the Foundation's mission.
- Create and facilitate training sessions, workshops, and resources to empower community leaders and stakeholders.
- Monitor and assess the effectiveness of programs, using data to refine approaches and enhance outcomes.

## SKILLS AND COMPETENCIES

- Bachelor's degree in nonprofit management, public administration, or a related field (Master's preferred).
- Minimum of 5 years of experience in community development, project management, and/or a related leadership role.
- Experience working with non-profits and grantmaking
- Strong ability to lead and develop engaging professional development workshops and convenings for diverse audiences, including community leaders and nonprofit professionals
- Track record of effectively working and collaborating with historically marginalized groups and underinvested communities
- Experience communicating with donors and other stakeholders on community need and impact of grant dollars
- Proven ability to manage complex projects from conception to completion.
- Experience building and managing collaborative partnerships.
- Knowledge and experience of community engagement strategies.
- Ability to work independently, managing competing priorities.
- Excellent written and oral communication skills.
- Accomplished high-level interpersonal skills.
- Ability to manage tasks efficiently and effectively within deadlines and manage workflows.
- Proficient in MS Office, Adobe Acrobat and the ability to learn new software quickly.
- Familiarity with Tarrant County and surrounding areas

## BENEFITS INCLUDE:

- Competitive salary commensurate with experience
- Medical, dental, and vision insurance
- Paid vacation, sick leave, and personal time
- Flexible spending account or Health Savings Account
- Traditional or Roth 403(b) with 5% employer 403(b) contributions provided after six months
- Employer paid life and disability insurance

#### **TO APPLY**

Please submit a cover letter and resume as **a single PDF** directed to Andrea Murphy, Human Resources, at HR@NorthTexasCF.org. In your cover letter, highlight your experience in community engagement, grantmaking, and project management, as well as your ability to build collaborative partnerships. We are especially interested in learning about your leadership in community development work in our region and your knowledge of North Texas community needs. **Please place “NTCF Community Impact Program Officer” in your email subject line.**