DIRECTOR OF PROGRAMS AND IMPACT

The Community Foundation for Mississippi seeks an experienced senior staff person to be responsible for program services and grants management for the Foundation. This person works closely with the leadership of the Foundation to develop its vision and strategies through all aspects of a grants services program. Position answers to the President and CEO, though additional supervision by executive staff may evolve. This position will be a collaborator with grantees and funding partners for system building work. Specifically, the position is responsible for tracking and reporting on all national grants, and for creating a framework for analyzing CFM grantmaking activities and developing impact statements or stories to further the mission of the Foundation.

DUTIES AND RESPONSIBILITIES

Under the direction of and in coordination with the President and CEO:

• As the programs and grants specialist for the organization, is responsible for research, proposal evaluation, grant tracking and post grant evaluation, as it relates to national grants and in-house grantmaking;
• Works with national funding partners and others on systems building;
• Identifies and/or creates metrics or a blueprint for evaluating grantmaking activity for CFM;
• Uses data and creates data sets to facilitate strong storytelling and evaluation of CFM’s grantmaking activities;
• Assists in grants processing with data entry, creating or compiling request documentation and checking all grant requests for compliance and accuracy;
• Serves as the liaison between the Foundation, our donors and grantees, to include:
  o Exploring and identifying grantmaking and grantseeking opportunities
  o Educating donors and grantees on compliance and process requirements
  o Establishing relationships with grantee agencies and alerting them to grant application opportunities
  o Coordinating site visits as required to evaluate the status of grants
  o Creating reports to track grant dollars and grantees’ adherence to grant terms and conditions
  o Providing information and services to donors to maintain positive donor relations
• Serves as staff liaison with the Grants Committee and prepares documentation needed for that committee to make informed decisions;
• Coordinates communications activities and donor-facing software to increase donor engagement with the Foundation, particularly to stimulate grantmaking;
• Plans and coordinates events with and for grantees, to include awards receptions, get-to-know-you events for donors, etc.;
• As part of the communications team, coordinates content (especially of newsletter, website and social media) to present a seamless message to the public around grantmaking and grant effectiveness/impact. Strong storytelling skills are a priority;
• As part of a professional, dedicated staff, be willing to perform other duties as needed to further the mission, needs and policies of the Foundation.
REQUIREMENTS

In addition to a four-year degree from a college or university, preferably in a humanities or social science discipline,* the successful candidate will:

- Be a person of integrity and vision with at least three years of related experience. This might include roles in business, volunteering or nonprofit organizations;
- Enjoy working in a team environment where independent thought and innovative expression is welcomed, balanced with the ability to take direction;
- Be an organized self-starter and possess the curiosity of a life-long learner;
- Be a logical and practical planner with a love for and attention to detail;
- Be able to articulate a professional opinion after thoughtful evaluation;
- Possess excellent communication skills, including the ability to listen;
- Have strong storytelling skills;
- Have a passion for philanthropy and an understanding of community/place-based giving and grantmaking;
- Be willing to live and work in the greater Jackson, Mississippi metropolitan area.

Compensation commensurate with experience, with benefits including health insurance, life insurance, 401k and two weeks paid vacation.

ABOUT THE COMMUNITY FOUNDATION FOR MISSISSIPPI

Based in Mississippi’s capital city, the Community Foundation for Mississippi (CFM) imagines a Mississippi where donors, nonprofits and communities are connected to the resources they need to create meaningful change. The Foundation is governed by a 19-member Board of Trustees, comprised of business and community leaders. The Foundation’s assets of approximately $80 million are managed by external professional investment advisors. Since 1994, the Foundation has been a leader in central Mississippi philanthropy, connecting donors, nonprofit organizations, corporate giving and community leaders to serve the needs of our community. We are a nonprofit community corporation that helps charitable donors establish permanent giving funds that reflect their interests, while also making a long-term, positive impact on our community. We serve our nonprofit community by managing and growing their endowments and offering best practice management advice.

*May include but is not limited to psychology, sociology, anthropology, economics, history, political science, philosophy, religious studies, cultural and ethnic studies, etc.