

Community Investment Officer

Reports to: Vice President, Community Investment

Position Summary:

The Community Investment Officer works under the direct leadership of the Vice President for Community Investment and works collaboratively in a team environment with all members of the Community Foundation staff. The Community Investment Officer has primary responsibility for helping shape and grow the Community Foundation's grantmaking, program and initiative efforts in the community. Major areas of responsibility include supporting Community Foundation programs, performing research projects, providing administrative support to volunteer committees, and review of grant proposals. The Officer will be the primary staff person for all scholarship funds of the Community Foundation and will be expected to maintain alliances with scholarship chapters, school districts and other external scholarship related entities.

The position requires a professional commitment to the importance of donor relations and a strong service orientation to donors and the non-profit community in the York County community. A clear understanding of the vision and mission of the Community Foundation is required.

Functional skills include: excellent communication skills (written and verbal); attention to detail; analysis and problem-solving skills; listening ability; planning, organizing and prioritizing work skills; working with volunteers; flexibility and openness to a changing environment; teamwork, honesty, confidentiality, ethics, dependability and effective work habits.

Technical skills include: knowledge in computer technology and system/software applications; basic office management systems; some knowledge of database management systems.

Duties & Responsibilities:

- Ability to manage a portfolio of grantmaking programs, including research, writing, grants program development, and monitoring interim and final funding reports.
- Provide technical assistance to organizations seeking funding support from the Community Foundation.
- Provide staff support to Advisory Committees to Field of Interest Funds of the Community Foundation.
- Coordinate committee related activities, including scheduling, research and technical support and follow-up.
- Ability to interface with Development and Finance departments with regard to providing financial reports to committee members.
- Database management and maintenance, including producing various grantmaking reports.
- Provide educational programs that will present opportunities for donors to enhance awareness of community needs, promote collaborative funding strategies and in general, diversify their grantmaking objectives.

- Actively participate in identifying funding opportunities and partnering with committees and donors to support foundation-sponsored programs as well as programs that benefit targeted community needs.
- Identify, analyze and communicate best practices, new approaches and opportunities in philanthropy on behalf of the Community Foundation.
- Participate in activities to enhance the Community Foundation's operations and service and in general, advances the field of philanthropy.
- Represent the Community Foundation at community functions as necessary.
- Assist the Vice President with development of plans for growth of the Community Investment Department and other activities as assigned.

Skills and Knowledge Required:

This position requires consistent demonstration of integrity, tact, and analytical reasoning, problem-solving and positive inter-personal skills. The person in this position should have the ability to manage multiple assignments with time constraints, have a sense of humor, be a "quick study," and have an ability to manage and lead a team.

Previous experience working with nonprofit organizations and a capacity to work with small, grassroots emerging organizations is equally important. Experience in grantmaking or providing similar services is preferred. Knowledge of the York County community is critically important.

Qualifications:

- Bachelor's degree.
- Three to five years experience, preferably in grantmaking, nonprofit, or related field.
- Community, private or public foundation experience, particularly programmatic, is a plus.
- Standard office schedule with commitment to participate in Community Foundation and community events on occasional evenings or early mornings.
- Pennsylvania driver's license and willingness to travel within all communities of south-central Pennsylvania.

Please submit cover letter, resume, salary requirements and three professional references to:

Mr. Bryan Tate
Vice President, Community Investment
York County Community Foundation
14 West Market Street
York, PA 17401

Applications must be received by October 24, 2008. No phone calls and no email applications.