

Job Title: Community Impact Manager

FLSA Status: Full Time; Non-Exempt

Salary Grade: 11

Date: April 2026

Reports to: Vice President of Community Impact

ORGANIZATIONAL MISSION

To enhance the quality of life for our citizens now and for future generations by building community endowments, meeting needs through grantmaking, providing leadership, and promoting collaboration on community issues.

PRIMARY PURPOSE OF JOB

The Community Impact Manager is responsible for managing grantmaking and impact programs in the Community Impact Department in alignment with Community Foundation of the Ozarks' (CFO) mission, vision and values. This position manages benevolence funds, the fiscal sponsor fund program, inclusion grantmaking and Agency Action sponsorships.

ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS

- Partner with the Vice President of Community Impact to enact grantmaking and other programming, including but not limited to the Weaver Orthodontic and Rapid Response grant programs.
- Coordinate inclusion programming and grantmaking of the CFO such as but not limited to the grant committee selection process, process related grants and event details.
- Manage benevolence fund grantmaking at the CFO and process related grant distributions, including the Indigent Burial fund and its grant process.
- Manage the Fiscal Sponsor fund program including committee meetings, fund distributions and communication. This also includes onboarding of new Fiscal Sponsor funds and ongoing compliance of the funds.
- Manage the Agency Action sponsorship requests, process, and coordination of awarded amounts.
- Partner with the Development and Philanthropic Services department as needed for agency-related initiatives.
- Assist with Community Impact department and general CFO events as requested.
- Perform other duties and responsibilities, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficiency with Microsoft Office Suite software; strong working knowledge of Word and Excel and familiarity with PowerPoint and Publisher.
- Technical capacity to learn and understand database systems.
- Demonstrated understanding of philanthropic related to non-profit organizations.
- Ability to work independently and on a team, be self-motivated, and meet departmental team goals.
- Ability to work in a fast-paced, team environment with frequent interruptions.
- Excellent customer service skills.
- Strong time management skills.
- Highly accurate and meticulous in recordkeeping.
- Strong grammar and proofreading skills.
- Proficient with online office technology services, such as shared collaboration and document storage spaces, form builders, schedule-management programs, e-mail managers, e-commerce, password keepers, and willingness to explore, learn and adopt web-based office technology.
- Ability to work occasional early mornings or evenings.

CFO CORE PRINCIPLES

Collaboration: *Connection builds community.*

Accountability: *Trust leads to transformation.*

Vision: *We are catalysts for legacy.*

CFO COMPETENCIES

Building Trust – *Interacting with others in a way that gives them confidence in one's intentions and those of the organization.*

Constituent Focus – *Ensuring that the constituent perspective is the driving force behind organizational decisions and activities; crafting and implementing service practices that meet constituent's needs.*

JOB SPECIFIC COMPETENCIES

Adaptability – *Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.*

Engagement Readiness – *Demonstrating a willingness to commit to one's work and to invest one's time, talent, and best efforts in accomplishing organizational goals.*

Managing Work (includes Time Management) – *Effectively managing one's time and resources to ensure that work is completed efficiently.*

Quality Orientation – Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- High school diploma or equivalent required.
- Bachelor’s degree in nonprofit management, marketing, communication, English/professional writing, business or other relevant field preferred.
- At least three years of prior experience in office administration, account service, customer service/relations or related field preferred.
- Must possess a valid driver’s license and have a good driving record.

PHYSICAL CONTEXT AND WORK ENVIRONMENT

Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to see to read documents/reports and use computer.				X
Hearing: Must be able to hear well enough to communicate with staff, donors, vendors, and general public.				X
Sitting: Must be able to sit for long periods of time.			X	
Standing/Walking: Must be able to move about the work area.		X		
Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up items off the floor.	X			
Lifting/Pulling/Pushing: Must be able to lift 20 pounds with or without reasonable assistance.	X			
Grasping/Feeling: Must be able to type, handle documents, and use equipment and electronic devices.				X
Travel/Drive: Must be able to drive to various locations.	X			

WORKING CONDITIONS

The work environment is based at CFO's Springfield office, which is a well-lighted, environmentally controlled indoor environment with moderate level of noise. Remote work is allowed with manager approval. Position requires regional travel using a CFO staff car, or occasionally own vehicle when CFO staff car is not available.

The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Employee Signature

Date