

**Job Title:** Director of Community Impact

**FLSA Status:** Full Time; Non-Exempt

**Date:** July 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 Director of Community Impact is responsible for providing grantmaking services to the Community Impact Department in alignment with Community Foundation of the Ozarks' (CFO) mission, vision and values.

This position currently supervises the Community Impact Coordinator and the Schools Partnership Coordinator.

### **ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS**

- Provide administration for the CFO's Fee-For-Service grantmaking programming including but not limited to the Musgrave Foundation in partnership with Vice President of Community Impact.
- Represent the CFO at community events to stay informed of community needs and issues. Use relevant information to contribute to annual programmatic focus area decision making process with the CFO Leadership Team and Community Impact colleagues.
- Partner with the Vice President of Community Impact to process unrestricted and field-of-interest grants and maintain related grantmaking budgets.
- Oversees grantmaking activities including but not limited to affiliate community foundation and regional grant cycles.
- Serve as the primary liaison, produce materials, and provide preparatory services to support additional grant committees as needed. Manage evaluation process of related grants including site visits and final reporting.
- Manage the Foundant Grant System, the online portal for all grantmaking at the CFO.
- Assist with general CFO events as requested.

- Conduct a grantmaking audit every three years, or as directed.
- Perform other duties and responsibilities, as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Guide and support team members directly under supervision by strategizing tasks to meet goals, organizing resources, inspiring employees, and maximizing impact.
- Conduct performance reviews and provide productive feedback.
- Proficient with Microsoft Office Suite, including Word, Excel, PowerPoint and Outlook.
- Technical capacity to learn and understand database systems.
- Excellent customer service skills.
- Highly accurate and meticulous in recordkeeping.
- Strong grammar and proofreading skills.
- Excellent verbal and written communication skills in a professional tone.
- Strong interpersonal skills with the ability to work with multiple team members across organizational departments.
- Ability to pay close attention to detail and to ensure accuracy of reports and data.
- Excellent time management skills with a proven ability to meet deadlines.
- 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.

**Building Partnerships** – We identify opportunities and take action to build quality relationships between our grant and scholarship recipients, our donors, and our colleagues to ensure quality programming.

**Follow-Up** – Monitoring the results of delegations, assignments, or projects, considering the skills, knowledge, and experience of the assigned individual and the characteristics of the assignment or project.

**Leadership Disposition** – Demonstrating the traits, inclinations, and dispositions that characterize successful leaders; exhibiting behavior styles that meet the demands of the leader role.

**Leading Through Vision and Values** – Keeping the organization’s vision and values at the forefront of associate decision making and action.

**EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS**

- High school diploma or equivalent required.
- Bachelor’s degree in development, nonprofit management, English, writing, marketing, communication, business, or other relevant 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%
<b>Seeing: Must</b> be able to see to read documents/reports and use computer.				X

<b>Hearing: Must</b> be able to hear well enough to communicate with staff, donors, vendors, and general public.				X
<b>Sitting: Must</b> be able to sit for long periods of time.			X	
<b>Standing/Walking: Must</b> be able to move about the work area.		X		
<b>Climbing/Stooping/Kneeling: Must</b> be able to stoop or kneel to pick up items off the floor.	X			
<b>Lifting/Pulling/Pushing:</b> Must be able to lift 20 pounds with or without reasonable assistance.	X			
<b>Grasping/Feeling: Must</b> be able to type, handle documents, and use equipment and electronic devices.				X

**WORKING CONDITIONS**

The work environment is based at the CFO’s Springfield office, which is a well-lighted, environmentally controlled indoor environment with moderate levels of noise. Normal business hours are Monday through Friday 8am to 5pm with a lunch hour. This position may be eligible for remote work as agreed upon with supervisor in accordance with organization policies. 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.*

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Employee Signature

\_\_\_\_\_  
Date