



**JOB TITLE:** Vice President of Community Impact  
**FLSA STATUS:** Full; Exempt  
**Date:** November 2024  
**REPORTS TO:** President/CEO  
**Grade:** 18

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## **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 Vice President of Community Impact is a key member of the Foundation's leadership team and is responsible for providing strategic leadership in the planning, implementation, administration and execution of the Foundation's grantmaking and community impact activities in alignment with Community Foundation of the Ozarks' mission, vision, and values.

This position currently supervises the Director of Community Impact, Director of Scholarships and Community Impact Coordinator and leads the community impact department.

## **ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS - *Other duties may be assigned***

- Develop the grantmaking and community impact vision for the Community Foundation of the Ozarks. This includes but is not limited to: establishing annual grantmaking goals; building multi-year grantmaking programming; developing funder partnerships; overseeing the Foundation's scholarship and employer benevolence funds; and overseeing the CFO's youth philanthropy, diversity and Rural Schools Partnership programs.
- Create and maintain unrestricted, field-of-interest grant, and scholarship budgets each fiscal year. Present and receive approval of budgets from the CFO board of directors. Maintain precise budgets throughout fiscal year.
- Employ equitable grantmaking guidelines, policies and practices in the distribution of grants from the CFO.
- Utilize grant evaluations, metrics and data to refine CFO's approach to grantmaking, scholarships and community impact.
- Oversee the development and management of all fee-for-service grantmaking partnerships. In partnership with departmental staff, develop grantmaking budgets for all fee-for-service grantmaking relationships. Establish grantmaking programming for these relationships annually.
- Manage supervisory responsibilities for department and team members, including annual budget, weekly team meetings, annual performance evaluations, development

- and goal setting.
- Engage in strategic and proactive outreach representing the Foundation at meetings, presentations, community events, etc.. This includes effectively disseminating learned information inside the Foundation.
- Speak on behalf of the CFO on issues related to philanthropic trends, grantmaking/scholarships and community philanthropy.
- Develop new funding partnerships with other foundation and funder partners in the region to enhance the CFO's grantmaking.
- Work in partnership with the VP of Development and Philanthropic Services and VP of Affiliates to track and increase the grant dollars the CFO and its component funds influence throughout the region.
- Partner with the VP of Development and Philanthropic Services to support a grant writer seeking outside funding for the CFO.
- Cultivate relationship building among nonprofit organizations and public and private entities to create community solutions.
- Serve as primary contact for emergency response and recovery on behalf of the Community Foundation of the Ozarks. Serve on the Greene County COAD board, the Funders Network PPREP Cohort, and the Region 7 EPA PPREP partnership. Maintain the CFO's role in the Greene County response and recovery plan.
- Partner with the CEO and other leadership team members on development, stewardship and grantmaking activities, institutional priorities and long-range planning.
- Participate on the CFO's Leadership Team to help develop and guide CFO's short- and long-term strategic goals and action plan items.
- Oversee grant and scholarship selection committees.
- Attend CFO Board of Directors' Executive and Board meetings and committee meetings as needed.
- Other duties and responsibilities as assigned.

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

- Demonstrated knowledge in national, regional and local trends in philanthropy and grantmaking.
- Ability to research local and regional community needs and synthesize information to colleagues.
- Ability to build and maintain strong partnerships with others to build trust and collaboration.
- Willingness to represent and speak on CFO's behalf at community events and educational opportunities.
- Demonstrated understanding of multi-faceted organization with the ability to manage many constituencies.
- Experience in supervising and leading a team.
- Understanding of community/regional issues.
- Ability to develop and operationalize strategy.
- Ability to balance strategic and operational focus.
- Willingness and ability to connect with internal and external constituents.
- Strong verbal communication skills and demonstrated ability to write clearly and persuasively; strong interpersonal skills.
- Strong organizational skills and excellent time management skills.

- Ability to organize and prioritize multiple projects/tasks.
- Willingness to work flexible hours including some nights and weekends as necessary.
- Proficient with Microsoft Office Suite, including Word, Excel, and Outlook. Experience with database work preferred.
- Willingness and ability to travel to conferences and gatherings and throughout the region as needed.

## CFO CORE VALUES AND COMPETENCIES

**Integrity:** Stewardship you can trust.

**Respect:** Relationships matter.

**Leadership:** Collaboration creates solutions.

**Vision:** Our focus is forever.

**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.

## LEADERSHIP TEAM CORE COMPETENCIES:

**Building Partnerships:** *Identifying opportunities and taking action to build strategic relationships between one’s area and other areas, teams, departments, units, or organizations to help achieve business goals.*

**Decision making:** *Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.*

**Developing others:** *Planning and supporting the development of individuals’ skills and abilities so that they can fulfill current or future job/role responsibilities more effectively.*

**Gaining commitment:** *Using appropriate interpersonal styles and techniques to gain acceptance of ideas or plans; modifying one’s own behavior to accommodate tasks, situations, and individuals involved.*

**Work standards:** *Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.*

## EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- Bachelor’s degree in communication, business, finance, nonprofit management or related field required. Relevant master’s degree preferred.
- At least five years of foundation, nonprofit, philanthropic grantmaking, and/or community development work experience preferred.
- At least three years of people management experience required.

- 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:</b> Must be able to see to read documents/reports and use computer.				X
<b>Hearing:</b> Must be able to hear well enough to communicate with staff, donors, vendors, and general public.				X
<b>Sitting:</b> Must be able to sit for long periods of time.			X	
<b>Standing/Walking:</b> Must be able to move about the work area.		X		
<b>Climbing/Stooping/Kneeling:</b> Must 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:</b> Must be able to type, handle documents, and use equipment and electronic devices.				X
<b>Travel:</b> Must be able to travel nationally and regionally either by airplane or car.	X			

**WORKING CONDITIONS**

This position will be based at the CFO’s Springfield office, with some flexibility permitted for remote work. The office work environment is usually a well-lighted, environmentally controlled indoor environment with moderate level of noise. Normal business hours are generally Monday through Friday 8 to 5 with an hour lunch.

*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

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Date