



Position Title: Vice President of Grants and Community Engagement

FLSA Status: Exempt

Department: Grants and Community Engagement

Date Completed: March 15, 2024

Position Summary:

As a member of the Foundation's leadership team, the Vice President of Grants and Community Engagement has the challenging and rewarding responsibility for advancing the mission of the Community Foundation through high impact grantmaking and strategic community improvement initiatives across a broad range of issues. The Vice President leads the Grants Department and is accountable for strategic direction, effective operations, and successful results. The role requires extensive community engagement, work with volunteer advisory committees, and creative strategic approaches to using YCCF tools for positive community change. The Grants Department is integral to the Foundation's winning aspiration to fuel community transformation, inspires increased charitable giving to the Foundation through impactful grants, and is at the forefront of the Foundation living its value of diversity, equity, and inclusion.

Essential Responsibilities and Duties:

1. Gain a deep understanding of the systemic issues YCCF seeks to impact through research, participation in community committees and by listening to those in the field and those impacted by the issue.
2. Convene and collaborate with community partners to advance best practices, collective impact and systems change that are aligned with YCCF's strategic priorities.
3. Build relationships and develop grant opportunities with individuals and organizations that can advance the Foundation's priorities.
4. Evaluate grant applications and the capacity of applicants to achieve results and present recommendations to committees and the Board of Directors.
5. Provide staff support to the grantmaking committees to prepare them to make decisions by providing topical information, arranging speakers, and preparing grant presentations.
6. Identify public and private funding streams that can advance YCCF's strategic priorities and build relationships with these funders to leverage additional funding for York County.
7. Establish powerful grantmaking programs to achieve results in the Foundation's strategic priority areas.
8. Identify and pursue opportunities for YCCF to use leadership and advocacy to achieve goals.
9. Monitor grant results through regular reporting and check-ins and being an engaged partner on project advisory committees.
10. Demonstrated commitment to Core Values including courage, diversity, equity and inclusion, strategic, collaborative approaches, integrity, and innovation.
11. Commitment to standard office schedule with added participation in Community Foundation events on occasional evenings or early mornings.
12. Ability to maintain confidentiality of information and other related matters.
13. Build internal and external connections, leveraging data, insights, and industry trends to lead, influence, support, and facilitate ongoing organizational change in the nonprofit sector.

14. Effectively supervise the Executive Director of Embracing Aging/ TroveStreet®, Grants and Scholarship Program Manager, Grants Program Officer, Grants Administrative Coordinator, consultants, and student interns when appropriate.
15. Inspire charitable giving to YCCF by demonstrating impact of grantmaking programs and coordination with the Communications Department.
16. Assist in promoting the impact of the Foundation's grantmaking programs by identifying powerful grant stories and donor engagement activities.
17. In collaboration across departments, develop consistent communication and feedback mechanisms and practices to ensure the organization's ability to identify, discuss, and address equity issues internally.
18. Ensure grant programs offer equitable opportunities and reach diverse populations.
19. Work collaboratively with Grant Department, leadership team, and all other departments to establish policies and procedures consistent with legal standards in the field of philanthropy and that optimize efficiency.
20. Confidently communicate the power of endowment and general overview of the Foundation's products and services to donors and the community.
21. All other duties as assigned.

Other Duties:

1. Be actively engaged in the community.
2. Represent the organization externally, as necessary.
3. Where possible, identifying community issues and philanthropic trends that impact YCCF's mission.
4. Identify and assist in building relationships and opportunities with organizations that can advance the Foundation's priorities.
5. Demonstrated capacity to collaborate with diverse stakeholders.

Qualifications and skills:

1. Bachelor's degree with at least 5 years of experience in progressively responsible leadership positions.
2. At least 3 years of direct supervisory experience.
3. Must be an effective communicator, both orally and written.
4. Excellent listening skills, openness to new ideas, and ability to adapt and tolerate ambiguity.
5. Comfortable learning and utilizing database programs to generate progress reports for analysis.
6. Ability to find synergies and processes to optimize effectiveness.
7. Working knowledge of Microsoft Office products including Word, PowerPoint, Excel, Teams.
8. Outstanding interpersonal and relationship management skills, including the ability to identify and work through challenges, underscored by strong judgment and emotional intelligence.
9. Deep familiarity with historical underpinnings of racism and barriers to financial stability, and research-based best practices that promote diversity, equity, and inclusion across a geographically - and ideally globally - distributed organization.
10. Adept at identifying and leading through significant change, including organizational and behavioral change across geographies and levels.
11. Experience successfully implementing new behaviors and proven track record of operationalizing and sustaining change within the culture, processes, and structures of an organization.
12. Demonstrated ability to cultivate, grow, and manage positive, mutually beneficial relationships at all levels of an organization.
13. Proven collaborator, able to work with and through senior leadership teams and across functions.

York County Community Foundation Core Values

Courage:

Willing to take risks, tries new things and makes mistakes; speaks up and has crucial, even uncomfortable conversations; manages conflict professionally; offers new ideas; asks questions for clarity.

Diversity, Equity & Inclusion:

Embraces diversity of thought, opinion, and approach with stakeholders and colleagues regardless of background, culture, and organizational level; works effectively with diverse staff and community members; actively engages in DEI initiatives and trainings; reflects on own identity and identifies ways to further personal and professional growth; pursues opportunities to implement DEI practices in their work. Actively seeks out different opinions to ensure diversity of thought.

Strategic, Collaborative Approaches:

Thinks and acts strategically and in alignment with organization's priorities; uses informed, compelling and clear methodology; assesses progress and adapts; is transparent, shares power and information and seeks synergies within and outside the organization; collaborates across the total process, assumes positive intent.

Integrity:

Demonstrates trustworthiness and accountability by proactively communicating, meeting deadlines and following through on commitments; does the right thing based on the information available at the time; stays true to our mission; does what they say they will do.

Innovation:

Tests fresh, disruptive or aspirational approaches; works smarter, deploys best practices and learns from success and failure; demonstrates commitment to continuous learning.