



community foundation
Holland/Zeeland Area

Director of Community Impact

Do you care deeply about the Holland/Zeeland area, are energized by building relationships with a wide range of nonprofits, and enjoy analytical writing and facilitating group decision-making processes?

The Community Foundation of the Holland/Zeeland Area (CFHZ) is looking for a new **Director of Community Impact** to do just that.

Our Mission: CFHZ seeks to ensure that our community thrives today, tomorrow, and forever by building our Community's Endowment to support high impact charitable projects, helping donors achieve their charitable goals, and leading and partnering in community-level initiatives.

Our Vision for a Thriving Community: We envision a fully thriving community where all who live or work in the Holland/Zeeland area equitably experience: physical, mental, and emotional health and safety; financial stability; high quality education; access to opportunities to achieve one's full potential; and a sense of belonging – are respected, valued, connected and have a voice in community decisions.

Why we are hiring a Director of Community Impact:

Our previous Director of Community Impact recently left CFHZ for an exciting new professional opportunity, and we are looking to fill this important role for our organization. Our Director of Community Impact serves as our primary liaison to local nonprofit organizations interested in applying for grants from our Community's Endowment. Thanks to the generosity of thousands of donors over the last 70 years, CFHZ has \$29 million in our Community's Endowment dedicated to ensuring that the Holland/Zeeland area always has resources to respond to needs and opportunities as they arise. We currently distribute \$1 million per year from our Community's Endowment, and our Director of Community Impact is responsible for administering our two core grantmaking programs: Responsive Grants and Proactive Grants.

- Our Responsive Grant program has two grant rounds annually where any nonprofit organization in the Holland/Zeeland area can apply for resources for new programs, capital projects or meaningful expansions of existing programs. CFHZ gives priority to proposals that are core to the organization's mission, will have a lasting impact, represent a turning or pivot point for the organization, will address inequities and demonstrate organizational capacity to successfully implement the proposed project.
- Through our Proactive Grant program, CFHZ commits energy and resources through targeted investments in three identified issue areas, which for the next three years are: Increasing access to and availability of mental health services, leveraging out of school time to mitigate the education opportunity gap, and increasing the consistency of healthy parent or other caring adult relationships in kids' lives.

We are looking for an individual who is highly relational and community minded, able to build trust quickly with a wide variety of nonprofit staff/volunteers and who is also analytical/process oriented to help us administer these two grant programs.

The Director of Community Impact position is full-time. A minimum of Mondays, Wednesdays, and one additional business day per week are spent on-site in the office, leaving up to two days of remote work flexibility. Meetings are primarily held in-person. This team member will report to, and work closely with, our Vice President of Community Impact.

How you would spend your time:

- **50%** - Supporting nonprofit organizations as they apply for grants through our Responsive and Proactive Grant programs, including responding to initial inquiries from nonprofit organizations and assessing fit with CFHZ framework, communicating with organizations throughout the application process, and conducting grantee site visits.
- **25%** - Working through internal processes of grant selection and execution, including conducting due diligence process and evaluating proposals, producing and presenting written summaries and analyses of grant proposals, executing grant agreements and monitoring grant progress and portfolios, including participating in discussions and resolving issues with grantees and monitoring reporting and learning.
- **20%** - Cultivate strong long-term relationships with nonprofit partners and other key community partners, including representing CFHZ at various community collaboratives and events, conducting proactive nonprofit meetings, participating in outreach activities to learn about relevant issues to advance the Foundation's strategies and participating in public speaking opportunities.
- **5%** - Partner with Communications Team on grant publicity efforts.

To be successful in this role, you need:

- Knowledge of and passion for the local Holland/Zeeland community and a wide range of nonprofit organizations working on many different issues.
- Capacity to effectively and objectively analyze and synthesize large amounts of information regarding community needs and nonprofit organizations.
- High comfort level and ability to communicate effectively with a cross-cultural, cross-generational range of community members.
- Ability to communicate professionally, clearly and tactfully to individuals, committees, and organizations in written and verbal form.
- Ability to work collaboratively in a team setting.
- Ability to travel locally and regionally for meetings.
- Proficient in Windows, MS Word and Excel.
- Holds values consistent with those of the Community Foundation of the Holland/Zeeland Area.

How you will be compensated:

- Full time, 40 hours per week, \$67,000 annual salary
- Paid time off: 20 days per year, plus 10 holidays and 7 half day summer Fridays
- Employee health, vision, and dental benefits (CFHZ pays 80% of premiums for employees), family coverage also available
- Employee assistance program for mental health counseling
- Simple IRA account with 3% employer match
- Individual professional development budget of \$1,500
- Constant sense of fulfillment from spending your days helping steward financial resources for the betterment of our community

Why you might want to work with us:

We love the work that we do in Holland/Zeeland, and it shows. We're certain you'll enjoy being part of positive action, as the Community Foundation continues to be involved in just about every community-improvement project and initiative in town. Located in the heart of downtown Holland, our home base is a beautiful office condo in the Plaza East Building on 8th Street. We are looking for the right person to join our talented and dedicated team who will share our commitment to excellence, integrity and building strong relationships with those we serve. We're also proud to have been recognized as "Good for Employees" by Local First! Ask our staff, and they'll tell you there's nothing better than using your time and talents to help make Holland/Zeeland the best place it can be.

Interested in pursuing this opportunity further?

Send an email to info@cfhz.org by **Monday, May 8**. With your email, include a resume and cover letter. In your cover letter, specifically address your interest and experience working with a wide range of nonprofit organizations across multiple issue areas and perspectives.

All are welcomed and encouraged to apply. The Community Foundation of the Holland/Zeeland Area (CFHZ) will provide equal employment opportunity and not unlawfully discriminate on the basis of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, gender identity, citizenship status, religion, height, weight, veteran status, genetic information, pregnancy, or any other status protected by law.