

Reports to: Director of Community Leadership
Status: Exempt

Job Summary:

The **Community Partnerships Officer** serves as a key external-facing team member for the foundation's community leadership efforts. The role cultivates and sustains strong, values-aligned relationships with nonprofit organizations and community stakeholders. The Officer will lead strategic initiatives that address pressing community needs, serve as a knowledgeable and responsive resource to nonprofit partners, and oversee the foundation's grant writing efforts to secure external funding in support of the foundation's priorities. This role will participate in the evaluation of community grant proposals submitted to the foundation and provide recommendations.

Essential Duties and Responsibilities

Community Engagement & Partnerships Building

- Cultivate and sustain strong, trust-based relationships with nonprofit organizations, grassroots leaders, and cross-sector stakeholders to advance shared goals.
- Serve as a visible, approachable, and consistent presence in the community, deeply listening to partner experiences and fostering open dialogue.
- Identify opportunities to amplify the work of nonprofit partners through connections, communications, and collaborative problem-solving.
- Identify and elevate fundable community-based programs and leaders who can champion and sustain initiatives beyond the foundation's direct investment.
- Champion the foundation's role as a convener and connector, bringing people together to explore solutions to complex community challenges across the foundation's service area

Strategic Initiative Leadership

- Lead the development and implementation of strategic, community-centered initiatives that address root causes and drive systemic change.
- Translate approved program objectives into actionable work plans, timelines, and processes that align with the foundation's priorities.
- Ensure internal and external resources are well-coordinated to support initiative success, from planning to execution.
- Monitor progress, adapt strategies as needed, and communicate results and learnings to internal audiences.

Grant Proposal Development

- Lead the foundation's grant writing efforts to secure funding from outside our region in support of community leadership work.
- Research funding opportunities and maintain a grants calendar.
- Develop compelling, mission-aligned proposals, reports, and supporting materials that reflect the foundation's community-informed strategies and impact.

Proposal Evaluation & Strategy

- Review and assess incoming community grant proposals submitted to the foundation.
- Conduct due diligence, assess alignment with foundation values and priorities, and make recommendations.
- Support transparent and outcomes-driven proposal evaluation.

Learning & Continuous Improvement

- Stay informed of best practices in nonprofit partnership and community leadership and apply insights to strengthen practice.
- Contribute to team learning by sharing insights from the field and emerging trends.
- Partner with Brand Strategy and Evaluation staff to share success stories and community impact in authentic and meaningful ways.

Required Education and Experience

- Bachelor's degree in nonprofit management, public administration, business administration, social work, or related field.
- Minimum 5-7 years of experience in grants management, nonprofit operations, or program evaluation. Demonstrated experience managing full grant lifecycles from application through reporting.
- Strong analytical capabilities with demonstrated ability to manage complex program data
- Strong analytical skills with experience in data analysis and report preparation.
- Strong organizational abilities and project management skills
- Experience with grantmaking operations
- Ability to work independently while contributing effectively to a multi-disciplinary team
- Knowledge of nonprofit compliance requirements and best practices.

Preferred Qualifications

- Master's degree in relevant field
- Knowledge of nonprofit sector and philanthropy
- Experience with community foundation operations
- Strong background in program evaluation and impact assessment
- Familiarity with community development principles
- Experience in stakeholder management and relationship building

General Physical Requirements

- Sedentary work: exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently to move, transport, position, install or remove objects weighing up to 10 pounds across office or various outdoor locations.
- Sedentary work involves remaining in a stationary position most of the time. Occasional moving about and maneuvering objects. Occasionally moves items weighing up to 10 pounds, exerting over 10 pounds of force. Recurrent repetitive motion (such as typing) is involved in performing this role.

Working Conditions

- This is a hybrid position, with the expectation of at least 2 days per month working on-site. The supervisor retains the right to modify this hybrid structure based on organizational, departmental, or role-specific needs.
- The employee is not substantially exposed to adverse environmental conditions.
- Events may take place off-site and may necessitate exposure to weather elements.
- Ability to work from multiple locations as needed.

Disclaimer

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship for the employer.

Acknowledgement

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to request that additional or different tasks be performed as directed by the Employer. I understand that the responsibilities of this position may occasionally require extended hours beyond the standard 40-hour workweek, as well as flexibility in scheduling that could include different shifts or work outside typical business hours. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee Name: _____

Signature: _____ Date: _____

I have reviewed the job description with the employee.

Supervisor Name: _____

Signature: _____ Date: _____