



## **Philanthropic Advisor for Community Engagement**

The Vermont Community Foundation seeks a Philanthropic Advisor for Community Engagement to support and advance the Foundation's grants and community investments throughout the state. This individual is responsible for facilitating, promoting, and ensuring that the Foundation's efforts to strengthen communities are successful at the local level.

The position reports to the Vice President for Grants and Community Investments and is part of a team that helps put the Foundation's charitable capital (grants, equity, debt, etc.) to work in local communities. S/he will spend significant time in local communities to gain a strong sense of where focused support from the Foundation can make a difference. S/he will provide outreach, education, and technical assistance to the entities that seek and receive funding from the Foundation and will work with nonprofits, citizen groups and committees, state and local officials, businesses, and other grantmakers to achieve the Foundation's goals.

This position requires an individual with strong community relations and consensus-building skills, and excellent planning skills.

### Primary duties and responsibilities include:

- Work closely with community stakeholders, state and local agencies, and consultants to identify and foster opportunities where charitable capital can improve the strength and vitality of local communities.
- Assess the capacity of communities to deliver and manage programs and services.
- Provide technical assistance to community groups, organizations, agencies, and others to ensure that the Foundation's grants and community investments are effective and have a strong likelihood of success.
- Facilitate and monitor local initiatives supported by the Foundation.
- Represent the Foundation at local and regional community meetings.
- Periodically work with consultants or other partners to facilitate and guide communities in the development of an action plan with measurable results.
- Maintain close contact with personnel of funded organizations and projects.
- Track and conduct research on local and statewide organizations, initiatives, and programs.
- Maintain records and prepare reports and correspondence related to the work.

### Professional experience and personal qualities

While we recognize that no one person will have all of these qualities, the successful applicant will bring many of these characteristics to the position:

- Capacity to build strong partnerships and relationships with local and regional organizations, institutions, businesses, and other groups.
- Ability to work with a diverse range of people, organizations, and communities in identifying local needs, initiatives, and opportunities.
- Experience working with a diverse range of nonprofit organizations, for-profit companies, and public sector entities within the context of community and economic development.
- Ability to plan, coordinate, and execute complex work projects.
- Ability and enthusiasm for working with, and building bridges between, diverse groups of stakeholders.
- An appreciation for the unique opportunities in rural communities like those of Vermont, and for a community's role in determining its future.
- Commitment to the Foundation's mission and to its core values of trust, warmth, and curiosity.

*The Vermont Community Foundation is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, ancestry, religion, gender, gender identity, sex, age, marital or civil union status, national origin, ancestry, sexual orientation, place of birth, citizenship, military or veteran status, HIV status, genetic information, disability or any other legally protected status as defined and required by state and federal laws.*

**To apply, please send cover letter and resume to: [humanresource@vermontcf.org](mailto:humanresource@vermontcf.org)**

**Or mail to: The Vermont Community Foundation, 3 Court Street, Middlebury, VT 05753.**