



Vice President for Grants and Community Investments

The Vermont Community Foundation seeks a Vice President for Grants and Community Investments to spearhead the organization's work in the community in ways that bring together people, ideas, and charitable capital in support of healthy and vital Vermont communities and to make Vermont an even better place to live, work, and play.

The Foundation is on a strong growth trajectory, with nearly \$250 million in assets and nearly 700 charitable funds, each of which was established by generous individuals, businesses, and organizations in support of a wide variety of issues. These charitable funds awarded roughly \$13 million in grants to more than 2,000 organizations in 2016. In addition, the Foundation is considered a field leader in mission-based investments, with a significant portion of its assets allocated to community investments that directly benefit Vermont.

The Vice President for Grants and Community Investments reports to the CEO, is a member of the senior management team, and will be in charge of taking the Foundation's work in the community to the next level, growing it in scale, relevance, and impact. This person will be responsible for developing strategy and programs that tightly align the Foundation's grants and community investments in ways that connect with and inspire the Foundation's donors and deepen the Foundation's impact in the community. The position will also be responsible for developing an evaluation framework that monitors and communicates progress toward established goals.

This position requires an individual with masterful community relations and consensus-building skills, excellent strategic thinking and planning skills, and a strong understanding of grants management and the role of philanthropic investment in community and economic development.

Primary duties and responsibilities include:

- Develop an inspiring and effective strategy that identifies opportunities and deploys resources for community investments (including but not limited to grants, equity, debt) in support of the Foundation's mission and long-term goals.
- Advise and counsel fundholders, nonprofits, and other Foundation constituents.
- Lead cross-sector (nonprofit, government, business, grantmaking) collaboratives that advance the Foundation's mission and goals.
- Supervise the team that manages all of the Foundation's grantmaking programs. These include unrestricted and field of interest grants programs, donor-advised programs, and special initiatives.
- Work closely with the Chief Financial Officer and Vermont Investment Committee in exploring mission investing opportunities in Vermont.

- Evaluate, monitor, and communicate progress toward the Foundation’s goals for community impact.
- Provide leadership for major programmatic efforts at the Foundation, including donor-advised and supporting organization initiatives.
- Serve as a Foundation-appointed board member of the Foundation’s supporting organizations, as needed.
- Represent the Community Foundation at professional networks and community events, occasionally in a leadership role.
- Maintain strong relationships with key partners in the nonprofit, private, and public sectors.

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:

- Experience as an effective manager within an organization, with an ability to handle shifting priorities, and an appetite for new ideas and approaches.
- Exceptional interpersonal skills to build consensus, negotiate, and inspire.
- Ability and enthusiasm for working with, and building bridges between, a range of diverse stakeholders.
- Proven track record of leading and motivating a team of committed staff.
- An appreciation for the unique opportunities in rural communities like those of Vermont.
- Strong facilitation and communications skills and the ability to be an effective, outgoing spokesperson for the Foundation’s goals in the community.
- A strong understanding and/or interest in philanthropic advising, community-based investments, and community and economic development.
- Experience with a broad range of nonprofit, community-based organizations, and public sector entities.
- Deep commitment to accountability and transparency in the team’s work.
- 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

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