

JOB DESCRIPTION

Position Title: David Rahr Community Philanthropy Fellow

Department: Grants & Community Investments

Reports to: Senior Philanthropic Advisor for Grants & Community Investments

Position Summary

This is an 18-24 month position. The David Rahr Community Philanthropy Fellowship is an exceptional opportunity for a graduating college senior or recent graduate to gain exposure to the many ways philanthropy can be used to strengthen the economic, civic, social, and cultural fabric of Vermont communities. The fellow will have a strong connection to Vermont and an interest in community development, foundations/philanthropy, grantmaking, nonprofit administration, social service, and/or mission-related investments.

The fellow will strengthen the impact of the Foundation's work by researching community and statewide issues and the role of strategic philanthropy; by supporting the coordination, implementation, and evaluation of the Foundation's flexible grantmaking programs and approaches; and by working with colleagues and funds across the Foundation to help meet the organization's mission of inspiring giving and bringing people and resources to make a difference in Vermont.

The position is part of a team that directs the Foundation's programmatic approach to grantmaking, community engagement, and Vermont-based mission investing and helps put the Foundation's charitable capital in all its forms to work in local communities. The team's primary roles are to steward charitable resources to achieve the Foundation's mission and vision; to cultivate and maintain strong relationships with Foundation stakeholders and nonprofit and community leaders across sectors; and to support the philanthropic interests of current and prospective fundholders.

Description of Duties / Essential Functions:

Specific responsibilities will be defined in alignment with organizational needs and the interests and skills of the fellow. Responsibilities may include:

- Program and grantmaking support for the grants and community investments team and for the supporting organizations of the Vermont Community Foundation.
- Analyze and research needs, trends, and ideas that may inform grantmaking or further the Foundation's mission. The fellowship is expected to include a deep dive research project on an issue of particular relevance to Vermont communities.
- Support the impact assessment activities of the grants and community investments team, including reviewing grant reports.
- Participate in competitive grant round and community engagement processes. This may include supporting grant evaluation and decision making, responding to applicant and grantee inquiries, and representing the Community Foundation at events and site visits across the state.
- Work with colleagues across the organization to implement aligned funding strategies.

- Work directly with nonprofit and community leaders, both grantseekers and grantee partners.
- Undertake special projects as assigned or initiated.

Essential Skills and Experience

- BA/BS degree
- High degree of personal and professional integrity
- Respect for colleagues, community and grantee partners, and donors
- Excellent written and verbal communication skills
- Excellent research and analytical thinking skills
- Excellent organizational, administrative, and computer skills, with evidence of dependability and effective work habits
- Self-motivated and willing to be available for assignments as they arise
- Eagerness to learn, the ability to give and receive feedback, and a commitment to personal growth
- Ability to take direction from multiple sources and to work effectively independently and in team settings
- Superior customer service skills with diverse stakeholders
- Ability to maintain good spirits and humor under pressure

Beneficial Skills and Experience

- Previous experience conducting research and providing administrative support
- Previous experience with nonprofit organizations or foundations

Community Foundation Overview

The Vermont Community Foundation was established in 1986 as a permanent source of support for the state. We are a family of hundreds of funds and foundations created by Vermonters to serve their charitable goals. We provide the advice, investment vehicles, and back-office expertise to make your giving easy and inspiring. Together, our funds and programs provide more than \$12 million a year in grants in Vermont and beyond.

About our work to close the opportunity gap: In 2018, the Foundation declared its belief that the opportunity gap was the single greatest challenge to the health and vitality of the state. Too many people in Vermont don't have access to opportunities that help them get ahead in life, and we want to change that. Our work to close this opportunity gap involves deepening the Foundation's connections in communities across the state, targeting our grantmaking resources, and making more place-based investments. And we are focused on these four issue areas: early care and learning, college and career training, family supports, and community vitality.

Salary and Benefits

The Vermont Community Foundation provides a competitive salary and a comprehensive employee benefits package. Below is a summary of benefits offered:

Medical Coverage: The Vermont Community Foundation currently offers a choice of medical plans provided by Blue Cross /Blue Shield of Vermont. The Foundation pays a portion of the premiums incurred and contributes to a Health Savings Account for each employee. The premium and HSA contribution amount is set annually at the discretion of the Foundation. Employees may have premiums deducted on a pre-tax basis via the semi-monthly payroll deduction. This deduction reduces the dollar amount subject to federal, state, and social security taxes. All staff working 30 hours or more are eligible on the first of the month following seven days of employment.

The Foundation offers a buyout option for those eligible employees who do not opt for health coverage with the Foundation. The amount is set annually at the discretion of the Foundation. Employees will receive communication of the buyout amount as part of the new employee package or annually when the health insurance renewal packages are distributed. The buyout option is prorated based on ratio of full time employment i.e. 30 hours a week would provide for 75% of buyout option provided to full time staff.

Flexible Spending Accounts: Flexible Spending Account - Medical enables employees to pay for expenses that are not considered qualified expenses under our medical plan or privately held insurance policies.

Flexible Spending Account - Dependent Care enables employees to pay for qualified work-related dependent care expense costs with pre-tax dollars.

Retirement 403(b): The Foundation currently offers an ERISA 403(b) plan. All employees are eligible as of date of hire to participate in a 403(b) plan basis by deferring earnings before federal and state income taxes. The Foundation matches 100% of a set percentage established annually by the Foundation. Contributions can be made up to the legally defined maximum.

Group Life Benefit: The Foundation currently offers a group term life insurance policy to all full time employees. The premium for the life insurance is paid for by the Foundation and the policy provides a \$50,000 death benefit to the employee's designated beneficiary.

Disability Benefit: Short Term Disability

The Foundation currently offers a short-term disability plan to all full time and regular part-time employees at no cost to the employee. The policy has a 14-day elimination period (length of time an employee must wait before benefits begin). During the elimination period, the employee must be totally disabled from their occupation. The benefits pay 60% of the employee's salary up to \$1,000 of your pre-disability weekly earnings. The benefit period is for 11 weeks.

Long Term Disability

The Foundation currently offers a long-term disability plan to all full time and regular part-time employees at no cost to the employee. The policy has a 90-day elimination period (length of time an employee must wait before benefits begin). During the elimination period, the employee must be totally disabled from their occupation. The benefits pay 60% of the employee's salary up to \$6,000 of your pre-disability monthly earnings. Certain pre-existing limitations benefit periods and definitions apply.

Combined Time Off: The Foundation uses a system called Combined Time Off (CTO) for paid time off from work. Employees are given a pool of paid time off hours instead of being given separate days off for vacation, holiday, personal and sick time. All full time and regular part time employees accrue CTO time on a per pay period basis. Accrual begins from the start of employment. Part time employees receive accruals proportional to their hours of work.

CTO Accrual Chart

Period of Employment	Days per year	Rate of Accumulation
Hire up to 2 years	32	10.67 hrs/pay period
2 years up to 4 years	39	13.00 hrs/ pay period
4 years up to 8 years	41	13.67 hrs/ pay period
8 or more years	43	14.33 hrs/pay period

Important note: All the above information is a brief overview of benefits and does not represent a commitment by the Foundation, as plans and coverage may change. Each plan has its own eligibility requirements and possible waiting periods. Medical and dependent spending plans are subject to all IRS regulations applicable. Full plan descriptions will be provided when you are enrolled in the plans and are available upon request.

The Vermont Community Foundation is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, 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.

Reminder: this position is for 18-24 months. Please submit a cover letter and resume no later than Friday, March 8th to humanresource@vermontcf.org.