



Position Title: David Rahr Community Philanthropy Program Assistant
Department: Grants & Community Impact (GCI)
Reports to: Manager for Grantmaking & Analysis
Salaried Exempt Role: \$22.00-\$23.00 per hour

Working at the Vermont Community Foundation

For more than 35 years, the Vermont Community Foundation has served Vermont through philanthropy and building stronger communities. Our mission—Better Together: inspiring giving and bringing together people and resources to make a difference in Vermont—provides the bedrock for our workplace culture. The Foundation’s work is focused on closing the opportunity gap by focusing on 5 impact areas – Education & Training, Economic Equity, Health & Wellbeing, Democracy, Trust & Community Leadership, and Climate & the Environment. Our employees are passionate about making a difference in Vermont and finding ways to close this gap. We approach our work with curiosity, respect, and integrity, and believe in collaboration, equity, and diversity. When you join our team, you and your work matter.

Position Overview

This is a 24-month position with a desired start date in May/June 2023.

The David Rahr Community Philanthropy Program Assistant 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 Program Assistant will have the opportunity to build a strong connection to Vermont and to deepen knowledge and skills around community development, foundations/philanthropy, grantmaking, nonprofit administration, and key areas of impact.

The Program Assistant will be a contributing member of the Grants and Community Impact (GCI) team. The Manager for Grantmaking & Analysis will provide coaching and guidance, and there may be opportunities for attending conferences/webinars to grow knowledge of philanthropy and grantmaking. The GCI team provides leadership, partnership, and investment strategy at the local, regional, and statewide levels centered on closing the opportunity gap. For this position, we are looking for candidates who are comfortable engaging with diverse groups of people, curious to learn new strategies for grantmaking, eager to dig into data and spreadsheets, and able to support the team through research and problem-solving. We require a team member who is deeply committed to promoting equity, addressing structural racism, and fostering belonging for all. We welcome self-starters who value collaboration, understand systems-level thinking and demonstrate keen attention to the details, and will expand the range of lived experiences, creative thinking, and expertise on the GCI team.

A requirement of this role is a self-identified special project due at the end of the 24-month period. With the support of a manager and teammates, the Program Assistant will have an opportunity to complete a research project on an issue of relevance to Vermont communities and grantmaking.

The experience you will get:

- Deepening your understanding of the types of strategies that will help close the opportunity gap for Vermonters who are struggling to make ends meet
- Building close working relationships with a wide variety of nonprofit organizations and partners at the local, regional, and state levels
- Leveraging grant dollars and local investments to make a lasting difference in the lives of Vermonters
- Serving as a valued member of a dedicated, high-functioning team and an organization committed to making Vermont's communities stronger
- Contributing to efforts to grow and expand funding directed to Vermont communities while also exploring innovative and collaborative ways to do grantmaking

The work you will be doing:

- Providing program and grantmaking support for the GCI team and for the supporting organizations of the Vermont Community Foundation.
- Analyzing and researching needs, trends, and ideas that may inform grantmaking or further the Foundation's mission.
- Playing a key role in helping to build an understanding of the impact of the Foundation's grantmaking efforts, including reviewing grant reports.
- Participating in competitive grant round and community engagement processes. This includes 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.
- Contributing as an active member of the Grantmaking Quad, the grants administration and support team of GCI. This team administers competitive processes, responds to grants-related inquiries, and provides technical assistance to applicants, grantee partners, and Community Foundation colleagues.
- Coordinating the Vermont Changemakers' Table, a partnership between the Community Foundation and the Vermont Businesses for Social Responsibility. The Program Assistant has a lead role in designing the program, recruitment, and connecting the process to Vermont issues and values of participatory grantmaking.
- Working with colleagues across the organization to implement aligned funding strategies.

The skills, experience, and characteristics you will need to draw on:

- Knowing how to show up for others, contribute where needed, build trust, meet deadlines, and problem solve
- A positive attitude, the ability to communicate authentically, and the self-knowledge to handle tough conversations with grace
- Interest and/or experience with gathering, tracking, and analyzing data
- Excellent organizational skills, including the ability to multitask, be responsive, and balance priorities
- Being a deep thinker who is able to take action, work with self-direction, and adeptly adjust when the need for change or new direction arises
- Respect for colleagues, donors, and community partners and eagerness to engage with the Grants and Community Impact team in collaboration and shared learning
- Excellent customer service and responsiveness to community partners, statewide audiences, philanthropic partners, colleagues, and fundholders
- Ability to travel throughout the state, go above and beyond when needed, and balance multiple,

- competing demands
- Commitment to contributing to an inclusive and anti-racist work environment
- Familiarity with and/or ability to develop skills in the use of Microsoft Office products and an online grants management system and grants database

Location

This is a hybrid position with access to office space in Middlebury or Burlington. Regular in-person meetings with the GCI team and full Foundation staff will be required.

Instructions for Applying

Reminder: this position is for 24 months. Please submit a cover letter and resume no later than May 5th, 2023 to careers@vermontcf.org.

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.