



POSITION ANNOUNCEMENT

Senior Director of Community Impact

COMMUNITY FOUNDATION OF GREATER DES MOINES

For over 50 years, the Community Foundation of Greater Des Moines has improved quality of life for all by promoting charitable giving, connecting donors with causes they care about and providing leadership on important community issues. We're simply better together.

PURPOSE OF POSITION

The Senior Director of Community Impact plays an important role in fulfilling the responsibilities of the Community Impact Department of the Community Foundation. Serving as the key staff member overseeing the Impact Investing Program, as well as Leadership and Strategic Alignment grantmaking programs, this position is charged with elevating the priorities of the Community Foundation to potential grantseekers and providing support throughout the process. In addition, this position provides primary staffing support as well as representation of the Community Foundation in various community conversations working closely with nonprofit leaders, grantmaker colleagues and community partners to advance regional goals and implement effective solutions for Greater Des Moines. Reporting to the Chief Community Impact Officer, the Senior Director of Community Impact also supports and participates in making donor giving connections as well as the strategic giving services program.

CORE COMPETENCIES

Accountability/Dependability | Project Management | Relationship Building | Decision Making/Judgement | Community Convening/Facilitation

QUALIFICATIONS

Excellent analytical and organizational skills; mature judgment and critical thinking ability; innovative problem solver and skilled facilitator. Must be able to manage multiple projects and tasks simultaneously and work both independently and in a team environment. Successful candidates will have an adaptable attitude, be mission-focused, be approachable and personable, be a self-starter, creative, and require little regular supervision. Must be able to interface well with a variety of people including board and committee members, be an intentional listener, and able to effectively present information to grant seekers, community members, volunteers, the general public and other employees of the organization through small group conversations, presentations to large audiences and facilitation of community meetings. Candidates should possess the ability to apply common sense understanding to carry out as well as develop instructions; excellent writing, proofreading and communication skills. Strong computer, database management and internet research skills are important.

EDUCATION AND EXPERIENCE

Bachelor's degree and a minimum of five to seven years project management, facilitation and/or implementation experience; or equivalent combination of education and experience. Prior program/project or grant management experience desired with knowledge of the nonprofit sector and existing community initiatives strongly preferred; demonstrated commitment to philanthropy and community betterment as well as exhibited community facilitation experience.

SALARY

The Community Foundation is committed to pay equity and provides a comprehensive compensation package which includes annual salary and benefits benchmarking. Salary range will be shared with candidates prior to the interview process, or upon inquiry.

APPLICATION PROCESS

Interested applicants should submit their resume, cover letter, salary requirements and three references [via this form](#). We encourage anyone considering the position to apply. This position will be filled when a qualified candidate is identified.

The Employer is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.