COMMUNITY FOUNDATION OF SARASOTA COUNTY

JOB PROFILE: Vice President, Knowledge & Equity

Reports to: President/CEO

FLSA Status: Exempt Non-Exempt

Purpose: The primary focus of the VP is to lead CFSC’s commitment to understanding data on community indicator trends, identifying disparities and opportunities for grantmaking, as well as assessing gaps in community needs. The role includes analyzing the community data with a focus on CFSC’s initiatives, donor interests, and grantmaking resources. A key responsibility is convening and collaborating with staff, board, nonprofit leaders, and community stakeholders to research, report on and support the nonprofit sector’s effectiveness in addressing community needs. The collaborative conversations, research and analysis will result in reporting which demonstrates the effectiveness of CFSC’s grantmaking. This position works with our Team to advance the Foundation’s commitment to Diversity, Equity, and Inclusion by building cultural competence within the organization.

Responsibilities:

Listed below are major duties and responsibilities of this position. It is not designed or intended to cover or contain a comprehensive listing of the activities, duties, or responsibilities of the employee.

- Grounded in the Foundation’s commitment to Diversity, Equity, and Inclusion through building cultural competence within the organization. Promote a culture of inclusive community engagement in the neighborhoods and communities CFSC serves.

- For all stakeholders, oversee the data mining of social services statistics analytics and provide qualitative statements and direction by tracking and monitoring of community data relevant to current and emerging community trends, needs and disparities with a focus on CFSC’s initiatives and donor interests.

- Actively seek to design, develop, and strengthen non-profit organizations by integrating education, strategy and resources that align with their vision and goals and those of the community.

- Exhibit a credible, visible presence as an active member of the community, serving as a bridge between social services data and action. Convene key community stakeholders on key issues to ensure the voice of non-profits, government leadership and community members is incorporated into strategies.

- Represent the Foundation in the community through participation in community events, making public presentations and participating in community councils, advisory committees, and other civic and grantee events as appropriate.

- Oversee The Giving Partner database; understand sector dynamics, identify, and analyze data-driven sector trends that lead to strategies to strengthen nonprofits to better solve community needs and CFSC key initiatives.

- Strategically lead the Giving Challenge with continuous innovation to strengthen nonprofits through organizational and fundraising skill building.
• Continuously monitor progress of department strategies and track against objectives, goals, progress measures and budget.

Inter-departmental Links

• Serve as a member of the Foundation’s leadership team.
• Work to strengthen inter-departmental communications to help achieve the Foundation’s long-term strategic goals.
• Support the integration of functional areas including Philanthropy, Community Impact, Finance, Administration, Strategy and Communications and as well as the office of the President.

Qualifications and Experience

• Bachelor’s degree from an accredited university; graduate degree in public policy or related field preferred.
• Minimum seven to ten years’ experience working in a philanthropic/nonprofit/public policy organization.
• Knowledge and experience in the principles and practices of Diversity, Equity, and Inclusion.
• Experience in visioning and executing innovative initiatives that address root causes.
• The ability to synthesize social statistics into actionable processes and strategic plans
• Experience with complex cross-sector initiatives requiring broad buy-in.
• Supervisory experience with demonstrated strengths in people management and leadership.
• Demonstrated ability to work effectively as a part of a larger management team and contribute to goals beyond a single functional area.
• Excellent written and oral communication skills.
• Ability to be versatile, flexible, and manage effectively in a changing environment.
• Ability to think and act independently with good judgement and minimal supervision as well as the ability to work well in a team environment.
• Ability to lead systems redesign and process improvement to increase effectiveness and efficiency of the department’s functions.
• Excellent computer skills including working knowledge of Microsoft Office365 and ability to learn and work with the Foundation’s grant management and customer relationship management software platforms.
• General ability to perform the essential functions and overall physical and mental requirements of this position, including stamina to perform tasks over extended periods.

General Performance Standards and Expectations:
In addition to satisfactory performance on all the essential job duties and responsibilities for this job, the Community Foundation of Sarasota County employees will strive to demonstrate our service philosophy of P.R.I.D.E in excellence to our internal and external constituents.

Purposeful Worker
Goal Oriented
Gets job done within deadlines
Self-Motivated
Takes Ownership
Accountable
Maintains required technical skills
Calm under stress

Empathetic Listener
Ask and listen
Provides excellent customer service, both internal & external
Demonstrates qualities of a Servant Leader
Under promises and over delivers
Authentic, honest, genuine

Respect
Respect for importance of everyone

Inspirational
Curious about new information
Creative, independent thinker
Problem solver – thinks outside the box
Continuous learner

**Dedicated Team Player**
Works well across disciplines
Adaptable to change
Listens to others’ ideas
Accepts different assignments

**Enthusiastic**
Excited about the CFSC mission
Optimistic, positive attitude

Approved:

_____________________________    _________________
Supervisor       Date

__________________________    __________________
President       Date

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