COMMUNITY FOUNDATION OF SARASOTA COUNTY
JOB PROFILE: Director, Community Impact

Date: 12/13/2021
Reports to: VP, Community Impact (Education, Arts & Animals)
Supervises: Positions as assigned
FLSA Status: Exempt

Purpose: manages a portfolio of grants and initiatives in various sectors including education, youth services, arts & culture, and animal welfare. Responsibilities include strengthening partnerships and deepening relationships with grantees and key stakeholders, shaping grantmaking that addresses community needs, measuring impact, help connect donors to community needs.

Initiative and Project Management Focus:
- Education, including the Strauss Literacy Initiative and the Campaign for Grade-Level Reading and the Two-Generation Approach
- EdExploreSRQ
- Student Emergency Fund

Essential Functions:
- Establish priorities and goals within assigned portfolio and develop tactical plan to achieve goals.
- Lead the grantmaking strategy and impact evaluation for identified portfolio and initiatives.
- Cultivate relationships with prospective grantees, providing direction on funding opportunities.
- Develop expertise on issues related to the nonprofit sectors within assigned portfolio.
- Present grant funding recommendations to management.
- Convene community partners to ensure grantmaking addresses community needs and identify additional opportunities to advance our work.
- Liaison with philanthropy department to connect donors with nonprofits and grant opportunities.
- Represent CFSC by serving on internal and external committees/meetings demonstrating support of community partners, during the workday and at times in the evenings and on weekends.
- Participate in cross-departmental work teams including, but not limited to: Marketing/Communications, Philanthropy, Knowledge & Equity and Finance.

Position Qualifications:
- Bachelor's degree.
- Successful track record in nonprofit or grant management.
- Knowledge of Sarasota County and the Sarasota County public school is preferred.
- Excellent leadership, communication, project management and decision-making skills.
- Ability to develop and execute high impact strategies
- Financial acumen to evaluate budgets and ROI
- Moderate to advanced skills in Microsoft Word, Outlook, PowerPoint and Excel
- Experience working with a database. Ability to become proficient with FIMS software within 90 days.
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

Respect:
- Respect for importance of everyone
- 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

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 other’s ideas
- Accepts different assignments

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