

Be The One



The Community Foundation of Sarasota County seeks a dynamic:

Director, Organizational Capacity

The Director, Organizational Capacity is primarily responsible for planning, directing and providing oversight of functions needed to maximize the capacity of the Foundation. This includes, but is not limited to, human resources, technology resources and office resources. The position operates independently with a small staff, partnering with colleagues across the organization at all levels. Direct reports include the Manager, Human Resource and Office; Manager, Information Technology; and other positions as assigned.

The Director, Organizational Capacity requires a strong background in Human Resources management, project management and organizational strategy. The successful candidate will enjoy working in a professional, fast paced office environment where the abilities to pay close attention to details and build long-lasting relationships are important. Strong teamwork, customer relations, presentation and written/oral communication skills are also required for the position.

The Director, Organizational Capacity is a full-time position offering excellent benefits including employer paid health, dental, vision, short/long term disability and life insurance for employees. In addition to a generous Paid Time Off policy and paid holidays, the Community Foundation of Sarasota County also offers a 401K with a generous matching opportunity, bonus opportunities and more!

Essential Functions:

1. Recruiting/Onboarding/Employee Development/Succession Planning:
 - a. Builds relationships with managers/supervisors in the Foundation to better understand the business and provides counsel that will ultimately improve the hiring, retention and development of staff.
 - b. Participates in discussions regarding future talents needs, career pathing and succession identification for key roles.
 - c. Leads efforts to build and maintain a culture of diversity, equity and inclusion.
 - d. Works with Manager, HR & Office to place ads, review resumes, conduct phone screens and face to face interviews, and recommend candidates for supervisor and search team interviews.
 - e. Engages and manages search firms as needed.
 - f. Works with Manager, HR & Office to coordinate interview process and assessment and referencing of candidates.
 - g. Counsels and supports hiring managers regarding behavioral interview techniques, best hiring practices and procedures.
 - h. Works with Manager, HR & Office to prepare, present and manage new hire process including reference and background checks, offers of employment, communication of benefit package, and orientation/on-boarding.
 - i. Develops and manages internship and externship programs.
2. Employee Relations/Employee Development:
 - a. Creates and updates foundation policies and procedures; oversees regular review and edits of employee handbook, HR policies and procedures, and advises and supports management in the implementation of Foundation policies



and procedures in compliance with federal and state employment law as appropriate, provides advice and guidance to ensure compliance with legal requirements and best employment practices.

- b. Ensures compliance and understanding of EEO, Affirmative Action, Equity Employment principles.
 - c. Coordinates and oversees all performance evaluation processes.
 - d. Partners with Managers to investigate employee and manager complaints regarding violations of the foundation's policies (e.g. sexual harassment, standards or business conduct, discrimination, etc.).
 - e. Responds to and coaches managers with employee relations issues and execution of performance improvement plans. In problematic and challenging situations, seeks the input of senior line management resources as appropriate.
 - f. Manages training program delivery by staff, outside instructors and through local educational institutions and training program vendors.
 - g. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
3. Technology, Office & Facilities:
- a. Provides leadership and oversight of technology, supervises Manager, Information Technology.
 - b. Directs and supervises the outsourced IT managed services.
 - c. Directs and supervises IT hardware and software purchases.
 - d. Monitors the Foundation's need for services, office space and other capital needs; request and analyze cost estimates when appropriate. Oversees any office renovations.
 - e. Develops and maintains vendor relations and agreements for outside services, including (but not limited to) office related, computer consulting/support, and facilities services.
 - f. Manages vendor outreach and tracking of diverse vendors.
 - g. Develops facilities standards and protocols and secures and manages building maintenance vendors to ensure facilities are safe and in compliance with all health and CDC guidelines.
 - h. Develops and oversees Disaster plans (hurricanes, etc.)

Position Qualifications:

- 1. Bachelor's degree in Human Resources, Business, Management, or related field required. Combination of experience and education may substitute for degree.
- 2. SPHR and/or SHRM-SCP certification preferred, or acquired in first 6 months of employment.
- 3. Minimum of ten years of Human Resources experience required.
- 4. Experience hiring and managing search firms, executive coaches and other HR vendors as indicated.
- 5. Well-developed organizational, time/project management skills; able to manage multiple tasks.



6. Highly developed written and verbal communication skills; able to work effectively with any stakeholder group, with proven ability to build positive relationships quickly, lead by example and influence effectively. Excellent facilitation and presentation skills required.
7. A strong background in all areas of Human Resources management with proficiency in developing budgets and compensation plans.
8. High levels of tact, sensitivity, confidentiality, and judgment are essential.

Technology Qualifications:

1. Working knowledge of Microsoft Office Suite. Intermediate or advanced level of WORD, EXCEL and PowerPoint proficiency.
2. FIMS software or other related database experience, or ability to become proficient within 90 days.
3. Ability to self-support for basic computer and network problems.

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

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- Listens to other's ideas
- Accepts different assignments

Enthusiastic:

- Excited about the CFSC mission
- Optimistic, positive attitude

About This Opportunity:

The Community Foundation of Sarasota County (CFSC) has been named one of the *Best Places to Work in Sarasota-Manatee* for both 2018 and 2019!

CFSC has been a respected philanthropic force since its founding in 1979. By providing a highly personalized link between donor's dreams and the community's needs, CFSC has helped ensure that people of vision and means have a trusted partner in their commitment to having an enduring impact on the community and causes they treasure. Accordingly, CFSC purposefully champions the community goals of its donors, committed at every turn to helping individual community investors achieve the maximum impact for the philanthropic dollars they entrust to the Foundation.

Recently, in just one 24-hour period, 58,974 donors to CFSC's 2020 Giving Challenge raised over \$18.4 million for 687 local nonprofit organizations. Since 2012, the Giving Challenge has raised over \$58 million for local nonprofits. The Giving Challenge is but one example of how CFSC welcomes all community philanthropists and believes that everyone can be a philanthropist, not just those with means.

A dedicated advocate of excellence in philanthropy, CFSC is accredited by the Community Foundations National Standards Board, a supporting organization of the Council on Foundations. Perhaps more important locally, the Foundation is widely regarded as a collaborative partner by hundreds of nonprofits serving the people of Sarasota and surrounding counties.

CFSC expects its team to embody a set of seven core values:

- Compassion
- Empowerment
- Innovation
- Integrity
- Quality
- Stewardship
- Inclusiveness

Complete information on the Community Foundation of Sarasota County can be found online at www.cfsarasota.org

All interested candidates should complete an application through the Community Foundation's recruitment website, including a current resume and cover letter.

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Please apply online at www.CFSarasota.org.

For additional information or questions, please contact:

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Community Foundation of Sarasota County