The Community Foundation of Sarasota County seeks a dynamic:

Manager, Community Knowledge

This position is responsible for the successful planning and implementation of nonprofit trainings, educational opportunities and other supplemental services offered to nonprofit organizations. This position contributes to major Foundation initiatives including The Giving Partner, the Giving Challenge, and Knowledge and Equity. The position manages the Foundation’s efforts to build capacity at nonprofit organizations through the use of the Foundation’s volunteer consultants, training workshops, and other avenues as deemed appropriate. Additionally, this position serves as a community liaison to the non profit community to assess capacity, needs, and communicate updates.

The successful candidate utilizes a lens of diversity, equity, and inclusion to conduct their work. The successful candidate is also a project manager who is able to participate in community conversations, research, and capacity building activities. The position reports to the Vice President of Knowledge and Equity.

The Manager, Community Knowledge is a full-time position offering excellent employer paid benefits to include health, dental, vision, short/long term disability and life insurance. The benefits package also includes 401k with matching and bonus opportunity and more!

Essential Functions:
1. Identifies training/education needs for community nonprofit organizations.
2. Plans, coordinates, and implements effective workshops, forums and training sessions to address the needs of nonprofits as established through evaluation and the priorities set by CFSC.
3. Conducts evaluation of training sessions and trainers, and makes future adjustments based on evaluations.
4. Contributes to The Giving Partner database and annual Giving Challenge, including training, communication and successful processing of nonprofit information in The Giving Partner and donations to non-profits through the Giving Challenge.
5. Collaborates with the Strategy and Communications team to write, draft and publish nonprofit communications including the monthly nonprofit newsletter, presentations, contribute to the foundation’s blog, and establish other forms of communication and opportunities with nonprofit organizations.
6. Manages the organization’s Knowledge & Equity projects.
7. Stays up to date on community best practices as it relates to diversity, equity, and inclusion.
8. Serves as an internal Knowledge and Equity department liaison for other departments.
9. Provide other support services as needed as directed by supervisor.

Expected Outputs:
1. Schedule of strategic trainings and workshops to support Foundation strategy related to The Giving Partner and Giving Challenge.
2. Robust network of trainers and presenters for training needs.
3. Timely reports on sessions and evaluations based on attendees.
4. Adjustment of trainings and workshops based on the input from evaluations.
5. Professional communications with nonprofit agencies.
6. Positive collaboration with other CFSC teams to fulfill strategic initiatives.
7. Assist in community research and the development of research, presentations, and reports.

**Position Qualifications:**
1. Bachelor’s Degree in non-profit management, liberal studies, organizational development, or other related field required. A combination of related experience and education may substitute for degree.
2. Understanding of the principles of effective training and leading meetings.
3. Knowledge of community non-profits, resources, and organizations, or demonstrated ability to develop familiarity within first 90 days.
4. Demonstrated excellent communication and organizational skills.
5. Effective project management skills to manage multiple projects timely and successfully.
6. Experience with evaluation of trainings/trainer skills.
7. Experience in assessments, evaluations, research, or reports.

**Technology Qualifications:**
1. Proficient understanding of software technology to work with technology experts and internal constituents to troubleshoot issues.
2. Proficient use of Microsoft Word, Outlook, PowerPoint and Excel.
3. Proficient experience with nonprofit data bases and event registration modules, or ability to gain proficiency within 60 days of employment.
4. 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
• 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 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.

In just one day in 2016, donors to CFSC’s 24-hour online Giving Challenge donated over $13.1 million. The 2018 Giving Challenge raised $11.7 million for more than 630 local nonprofits. In an unparalleled 2020, the Giving Challenge raised $19.1 million from 59,000 donors to strengthen 686 local nonprofit organizations. 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 County.
CFSC expects its team to embody a set of seven core values:

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

All interested candidates should apply online at www.CFSarasota.org.

For additional information or questions, please contact:

Lisa Carter
Director, Organizational Capacity
Community Foundation of Sarasota County