



Position Opening

Position Title:	Community Impact Officer
Reports To:	Chief Community Officer
Pay Grade F:	\$73,204 - \$86,015
Position Status:	Full Time
FLSA Status:	Exempt
Posting Dates:	March 1, 2024 – March 15, 2024

About KZCF:

KZCF, established in 1925, has the vision of Kalamazoo County being the most equitable place to live, with the mission to mobilize people, resources, and expertise and to advance racial, social, and economic justice. Learn more at kalfound.org.

Core Values:

Center Anti-Racism and Equity
Advance Racial Justice
Nurture Healing and Love
Cultivate Transformative Relationships
Serve the Greater Good
Learn and Grow
Embrace Joy

Position Summary:

Supports the Community Foundation in developing and maintaining, comprehensive strategies, to have a greater impact in improving life for all in Kalamazoo County, including responsive (discretionary) grantmaking, Field of Interest grantmaking, community initiatives, community leadership activities, in alignment with the Community Foundation's mission, vision, and key organizational values of diversity, equity, inclusion, and anti-racism.

Creates, builds, and maintains trust-based relationships with individuals, community partners, other funders, and the nonprofit sector at large. Supports the Community Foundation's commitment to ensuring equitable and effective grant processes. The Community Impact Officer represents the Community Foundation in community settings for the development of community solutions, provides leadership and support to strengthen the nonprofit sector evaluates grant requests and grant outcomes, prepares reports and analyses of activities.

Essential Functions & Responsibilities:

Collaboratively designs, executes, and continuously improves community investment strategies.

- Utilizes the Trust-Based Philanthropy model as a framework for participating in developing and implementing comprehensive strategies within responsive grantmaking, Field of Interest grantmaking, initiatives, community leadership activities, and evaluation of all programs.
- Participates in developing systems and procedures to measure and evaluate Community Investment progress.

Participates in the distribution of resources in alignment with KZCF's Grant Distribution Policy and core values of diversity, equity, inclusion, and anti-racism.

- Conducts due diligence for all assigned funding requests and prepares rationales/recommendations to the Community Investment Committee and Board of Trustees
- Leads rich and sometimes difficult conversations with community partners around KZCF funding priorities, decisions, and power, privilege, racism, and oppression.
- Prepares sensitive communication for both internal and external use regarding funding determinations.
- Prepares reports and leads presentations on community investment grantmaking, initiative and leadership work.

Leadership and Representation in the Community

- Participates in the development of community investment priorities, strategies, and implementation guidelines and provides ongoing evaluation of community investment and leadership efforts.
- Represents the Community Foundation in community and supports the Community Foundation's community convening and problem-solving efforts.
 - Identifies opportunities to communicate and leverage community investment and leadership activities.
 - Collaborates with community partners on cooperative, collaborative approaches to grantmaking to address key community needs.
 - Represents the Community Foundation in community meetings, partner visits, task forces and committees.
 - Participates in the development of community solution building as a convener or an active participant in problem solving.

Outreach and Collaboration

- Coordinates the Community Foundation's Community Outreach
 - Works to support community partners and the nonprofit sector and develops and implements skill and capacity building and technical assistance opportunities.
 - Prepares reports and analyses of activities to inform future outreach and engagement.

Initiative Leadership

- Co-develops the Community Foundation's Initiative Strategies and serves as resource person to KZCF staff and Collaborative Partners. Ensures initiative alignment with KZCF's grant making efforts.

Learning, Communications and Networking

- Keeps abreast of community issues and trends in relevant program areas; develops innovative projects for the Community Foundation to support.
 - Partners with colleagues to identify and evaluate opportunities for KZCF engagement.
 - Co-develops strategic community programming and initiatives and builds internal consensus on joint projects.
- Maintains regular contact with other funders, collaborating with colleagues on cooperative approaches to grantmaking, collaborative funding and collective impact initiatives.
- Provides indirect supervision of support staff for relevant program areas. In doing so, assigns, plans, and reviews work; provides instruction and training; provides input into performance evaluations and participates in hiring committees as requested.
- Maintains internal engagement with all KZCF functional areas to assure foundation-wide synergies.

Serve on cross functional planning and leadership teams which may include but not limited to Marketing/Communications+, the Anti-Racism Transformation Team, affinity groups and more.

Other Duties

- Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Diversity, Inclusion, Equity, and Anti-Racism:

- Apply an equitable and anti-racist analysis to all functions to achieve organizational goals.
- Embrace, support, and integrate Community Foundation philosophies related to diversity, inclusiveness, and anti-racism with a willingness to acknowledge and address other forms of bias.
- Ability to confront personal, individual, and internal systemic bias regarding race, age, gender, gender- identity, sexual orientation, ability, etc., which will require sharing and discussing personal identities related to the work environment.
- Ability to work and navigate emotionally taxing conversations related to power, privilege, racism, and oppression on a regular basis.
- Must have strong emotional intelligence and resiliency skills to lead and/or actively participate in advancing our work relative to racial, social, and economic justice.

Professionalism:

- Support the mission, vision, and strategic goals, as a part of the Performance Excellence Model of the Community Foundation, to serve both internal and external customers.
- Follow and support Community Foundation policies and procedures.
- Evaluate own performance and assumes responsibility for professional development.
- Embrace philosophy of one actively engaged in lifelong learning.
- Demonstrate and models Process documentation for clarity and consistency.
- Maintain current knowledge of all changes affecting area of work.
- Conduct self in a professional manner and follows and support the core values, commitments, and behaviors.
- Maintain appropriate professional appearance and confidentiality.

Engagement/Participation:

- Actively represents KZCF at community-based meetings and events which may require evening and weekend engagement throughout the year
- Actively participate in meetings, committees, and volunteer opportunities within the organization
- Apply an anti-racism analysis and engage with others in support of learning ways to advance collective DEI understanding and skills.
- Participate as a team member utilizing a collaborative style to achieve mutual goals.
- Provide proactive, creative cross-functional thinking and ideas to enhance services to customers.
- Demonstrate ability to work effectively with others.

Knowledge, Skills & Abilities:**Required:**

- Bachelor's degree or an equivalent combination of training and relevant experience in nonprofit leadership, consulting and facilitation skills with individuals, groups, and organizations; program planning, development, and administration; or direct service delivery.
- At least two to four years of progressively more responsible experience in the following areas:
 - Not-for-profit, public sector, philanthropy, or business; or a combination of two or more sectors
 - Grant writing or grant review
 - Relating to diverse groups of people and professionals in a variety of fields
 - Working with boards of directors and a broad range of constituencies
 - Representing organizational positions within community settings
 - Developing recommendations based on organizational mission and values.
 - Working both independently and as a team member
 - Research and evaluation.
 - Prioritizing multiple projects and working under pressure
- Demonstrated ability to effectively interact, communicate, and collaborate with people from all cultural backgrounds.
- Must have the ability, judgment, poise, and personal capabilities to build and maintain trust.
- In-depth knowledge/understanding of computers including general business software (i.e., Microsoft Office 365).
- Ability to work full-time, including evenings.
- Deep understanding of both theory and practice related to racial justice/racial equity.
- Deep personal commitment to addressing racism, with an orientation toward the Kalamazoo community.
- Ability to work across various sectors with a wide variety of partners.
- Willingness to learn and be adaptive to support a complex and evolving body of work.

Preferred:

- Master's degree

Physical/Mental Requirements:

- While working virtually, must ensure remote environment has consistent access to high-speed internet, generally free from distractions.
- Work in a well-lit, pleasant, smoke-free office.
- Must be able to sit for long periods of time.
- Frequent requirement to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms.
- Frequently involves extended workdays and periodically involves irregular work hours.
- Regular group and public speaking.
- Occasional travel and/or overnight work schedules.
- Requires attention to detail and ability to concentrate on figures, paperwork, data, etc.
- Frequent pressures related to meeting deadlines and fulfilling scheduling requirements.
- Frequent distracting influences such as people, phone calls, noise and so forth.
- Frequent simultaneous handling of multiple tasks and intermittent or cyclical work pressures.
- Occasionally requires on-call availability to handle work problems, emergencies/crisis situations etc.
- Occasional work at multiple sites or travel.

Additional Eligibility Qualifications

The Kalamazoo Community Foundation shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include hiring and termination of staff, selecting volunteers, selecting vendors, and providing services.

Please apply through our online application portal, www.kalfound.org/about/careers.