



## **JOB DESCRIPTION**

**TITLE:** COMMUNITY IMPACT OFFICER  
**REPORTS TO:** President  
**DATE:** July 2018

### **OVERVIEW OF THE POSITION**

The Community Impact Officer is responsible for implementing activities that enhance Rochester Area Foundation (RAF) relationships with donors and fund representatives, support foundation grant making, including scholarships, shareholder grant programs and the competitive grants process, and build the capacity of area nonprofit organizations. The Community Impact Officer is also responsible for writing and submitting grant proposals for funding to government, foundations, corporations and other potential funding sources and for managing RAF's Fiscal Sponsorship program.

### **PRIMARY RESPONSIBILITIES**

1. Oversee RAF's grant and scholarship programs that fulfill the articulated mission of the Rochester Area Foundation.
2. Nurture relationships within the nonprofit community that complement and enhance the mission and vision of the Foundation.
3. Write grant proposals for both unrestricted and restricted projects and submit timely required progress and final reports for all existing grant funded projects at RAF.
4. Oversee RAF's Fiscal Sponsorship program.

### **Grantmaking (40%)**

- Twice annually, execute and monitor the Foundation's competitive grant process.
  - Convene community partners in planning processes that result in high-impact grant making and programs to address community needs and priorities. Be the local expert on grant making regulations and processes.
  - Provide support to Grant Distribution Committee and coordinate all grant making processes.
  - Work with a team of community reviewers to determine grant distribution.
  - Oversee Grant Distribution Breakfast or related programming.
  - Monitor and evaluate the work of grantees.
  - Prepare all grant applicant correspondence related to the grant award or declination process.
- Execute RAF's shareholder grantmaking programs.
  - Working with Volunteer Director, coordinate weGive365 member programming.
  - Collect and process proposals, and oversee weGive365 grant distribution process.
  - Engage Shareholder members in Community Ventures Program.
  - Working with Philanthropy Officer, identify and recruit new Community Ventures Shareholders.

### **Scholarships (20%)**

- Annually, direct the Foundation's scholarship award program.
  - Provide support to Scholarship Committee and coordinate all scholarship processes.
  - Work with a team of community reviewers to determine scholarship awards.
  - Prepare all scholarship correspondence for fundholders, schools and award applicants and recipients.
  - Work in close collaboration with Philanthropy Officer to develop new scholarship awards.

### **Fiscal Sponsorships (20%)**

- Working in partnership with RAF staff, oversee all aspects of RAF's Fiscal Sponsorship program including compliance, financial authorizations, coordinating grant submissions, communications approvals and activity tracking.
- Manage relationships with all of RAF's fiscally sponsored programs

### **Grant Writing (10%)**

- Work closely with RAF staff in developing and transforming ideas into grant proposals; interact with constituencies involved in grant-funding activities.
- Conduct the full range of activities required to research, prepare, submit, and manage grant proposals to government, foundations, corporations and other funding sources.
- Comply with all grant reporting requirements as required by funders.

### **Strengthen capacity for local Nonprofit Organizations (10%)**

- Maintain relationships and activities with area nonprofits to be consistent with RAF's mission to support and grow the capacity for nonprofit agencies in the greater Rochester area.
- Provide limited consultation, technical assistance and training as requested and appropriate.
- In partnership with Minnesota Council of Nonprofits, plan trainings for nonprofit organizations working in partnership with local consultants.

### **QUALIFICATIONS**

- Bachelor's degree with a minimum of four years of experience in grants management including project management, writing, copy editing, and proof reading.
- Strong written and oral communication skills; ability to write clear, structured, articulate and persuasive proposals.
- Strong editing skills, attention to detail and ability to meet deadlines.
- Excellent interpersonal and customer service skills.
- Depth of experience with proposal writing.
- Well-organized, motivated, self-starter.
- Thoroughly experienced and comfortable with technology tools and resources, including but not limited to electronic databases.
- Proficient in Microsoft Office, specifically Word, PowerPoint and Excel.
- High level of integrity, strong work ethic and mature judgment.
- Demonstrated ability to work effectively with a variety of constituents; volunteers, boards, donors.