



Director of Community Impact - Full Job Description

Reports to: Foundation Director

FLSA Status: Exempt

About Taos Community Foundation

Taos Community Foundation connects people, and opportunities, generating resources to build a more creative, caring, and thriving community.

<https://www.taoscf.org/about-us/>

The Position

Taos Community Foundation is looking for a dynamic individual to join our Foundation team. The Foundation is dedicated to promoting philanthropy and connecting charitable individuals with projects and programs that make a difference in our community. This position is multi-faceted to include supporting new development and donor-service programs and activities; outreach to the non-profit community; public presentations; as well as overall coordination of grants-related work both internally and in the community. We are looking for an informed and articulate individual that is self-reliant and excited to be part of a growing organization that has outlined a robust agenda committed to Donor Value, Equitable Community Impact and Organizational Sustainability.

Under the direction of and in coordination with the Foundation Director, the following key responsibilities are outlined:

- Work closely with Foundation Director in developing and launching new initiatives that will engage multiple groups within the community. This will include community presentations, non-profit training and event coordination.
- Serves as the liaison with donors, to include:
 - Identifying opportunities that meet the charitable goals of donors.
 - Coordinating educational opportunities for donors on topics related to charitable giving, legacy/estate planning, and emerging community needs.
 - Planning and coordinating site visits as required to evaluate the status of foundation supported programs and share in the experience of community impact.
 - Creating reports/correspondence to track grant awards and adherence to established terms and conditions.
 - Providing information and services to donors to maintain and nurture long term positive relationships.



- Work with Foundation staff in proactively marketing and creating a higher visibility of the organization, to include:
 - Oversee and support website, social media, and content of monthly e-mail newsletter
 - Assist with media outreach, press releases and print material regarding Foundation news/events
- Serve as primary liaison with the non-profit community establishing strong relationships with organizations, to include:
 - Education and support on compliance and process requirements
 - Facilitate and oversee implementation of education and technical assistance programs/workshops for the non-profit community
- Serve as the grant specialist, working closely with Foundation staff, volunteers, technical team, donors and fund-holders to ensure an effective and efficient community program.
- Oversee and direct activities of support staff ensuring efficient and timely processing of grant requests and awards, compliance requirements and related database records.
- Serve as staff liaison with foundation committees and coordinate all aspects of these volunteer groups including recruitment, orientation, and facilitation of meetings.
- As part of a professional, dedicated staff, be willing to perform other duties as needed to further the mission, needs and policies of the agency.

REQUIREMENTS

A successful candidate will be a person of integrity and vision, who can inspire trust and confidence with others and will demonstrate a passion for philanthropy and community service, while creating strong relationships in the community.

- Education: Undergraduate college degree in a related discipline
- Work experience in business, education, community development or nonprofit organizations (5+ years preferred)
- Proactive communicator with excellent verbal and written communication skills
- Working knowledge of Microsoft Office tools with an aptitude for learning new technology systems
- Strong organizational skills with attention to detail
- Strong facilitation skills with an ability to keep a work group on task
- Persuasive skills and a charismatic presence in public speaking
- Ability to work both independently and in a changing and team-oriented environment
- Strong analytic skills with the ability to visualize, articulate, and solve complex and uncomplicated problems
- Ability to conduct oneself in a mature and professional manner in keeping with the image of Taos Community Foundation



SALARY AND BENEFITS

Base salary range: \$60,000 - \$65,000

Paid-time-off (PTO) and Healthy Workplace Act (HWA)

9 paid holidays per year, plus 1 additional floating holiday

Retirement Saving Plan with employer match

An opportunity to become part of a team that makes a difference to our community every day!

Taos Community Foundation is honored to have the help and support of many individuals and organizations who partner with us in fulfilling our mission to foster and encourage private philanthropic giving to enhance the spirit of community and to improve the quality of life in our communities. Although these partnerships involve a wide range of activities, the breadth of our work can be simplified to gathering, stewarding and sharing community resources.

The Taos Community Foundation is proud to be an Equal Opportunity Employer. Individuals seeking employment will receive consideration without regard to race, color, national origin, religion, age, sexual orientation, gender perception or identity, marital status, disability, protected veteran status or any other status protected by law.

APPLICATION PROCESS

Please submit a resume with cover letter and list of 3 references to: tmcadams@taoscf.org.

All inquiries will be kept confidential.