



## **COMMUNITY INVESTMENT OFFICER**

### **ORGANIZATION OVERVIEW**

Since 1973, the Greater Washington Community Foundation has been a champion of thriving communities and a catalyst for change through local philanthropic engagement, effective community investment, and civic leadership. We work with donors and partners to enhance the quality of life in the District of Columbia, Montgomery County, Northern Virginia, and Prince George's County. As the region's largest local funder, we have invested more than \$1.3 billion to build more equitable, just, and enriching communities where all residents can live, work, and thrive.

### **POSITION SUMMARY**

Community Investment Officers at the Greater Washington Community Foundation serve as community builders – building strong relationships and networks that advance our work to create racially equitable and sustainable change. The Community Investment Officer plays a unique role in this effort, working with their colleagues and community partners to organize and deploy the broad spectrum of The Community Foundation's capacity for community leadership, advocacy, grantmaking, and thought leadership. To this point, The Community Foundation has committed to a 10-year strategic vision focused on closing our region's Racial Wealth Gap, and to center Racial Equity and Inclusion in our all of our work—with a focus on the most underinvested BIPOC neighborhoods in the region.

Community Investment Officers at the Greater Washington Community Foundation also serve as experienced grantmakers. They broadly support The Community Foundation's strategic community investment efforts, and are a pivotal member of the team, contributing to learning, idea generation, strategic thinking, organizational networking collaboration, and team spirit.

More specifically, the Community Investment Officer's grantmaking work will involve reviewing grant proposals, performing due diligence work, managing current grants, evaluating grant results, guiding a diverse portfolio of grantee partners, and making grant recommendations to The Community Foundation's Board and grantmaking committees. The Community Investment Officer will serve as an ambassador to the nonprofit community and will be expected to manage a set of grant portfolios that may change and evolve over time.

In addition to the duties described in this position description, every role at The Community Foundation is expected to contribute to the overall success of the organization and its goals. This may mean that team members are asked to take on other tasks that may not be listed here. Examples may include working on a project or specific task outside of your standard area of responsibility, participation on an organization-wide task force or special initiative or being asked to support a colleague when needed. Any additional tasks will be determined by the manager of this role in coordination with the leadership team.

### **ESSENTIAL FUNCTIONS & RESPONSIBILITIES**

This role requires skill and aptitude for engaging people and building mutually beneficial partnerships along with high-level program and administrative



coordination. Below are the core areas of responsibility. The principal responsibilities include the following:

- Manages grant review processes across a discrete set of funds including reviewing proposals submitted to The Community Foundation, conducting site visits and interview meetings, drafting and editing detailed reports on grant proposals, and preparing and presenting funding recommendations.
- Creates spaces for learning, building relationships and networks that serve as a resource base for our work.
- Works across functions with their colleagues in The Community Foundation in pursuit of collaborative and systemic change.
- Serves as a key voice inside and outside The Community Foundation that informs a community-driven research agenda, policy formation, and advocacy efforts.
- Provides technical assistance to grant applicants as needed.
- Attends events and programs related to grant recipients and philanthropy.
- When necessary, administer special purpose funds on behalf of Community Foundation donors, which occasionally require writing guidelines, convening advisory committees, and marketing grant opportunities.
- Prepare written and other necessary materials for internal and external stakeholders that summarize issues and decisions for their consideration.
- Other Community Investment Team duties (as needed). The Community Investment Officer will be asked to provide support from time to time on other departmental initiatives.

## DESIRED SKILLS AND EXPERIENCE

- Familiarity with nonprofit organizations and prior grantmaking experience strongly preferred, especially in a Community Foundation context. Candidate should demonstrate a track record of having managed a diverse grant portfolio.
- Skilled facilitator with experience convening cross-racial, cross-sector leaders.
- Leading with the principles of Racial Equity and Inclusion (REI), particularly conceptualizing REI challenges and opportunities that contribute to racially equitable change.
- Capacity to engage and activate grassroots and grassroots leaders.
- Entrepreneurial spirit, the ability to shape and carry a unique body of work while working collaboratively with peers, colleagues, and partners.
- Proficiency with grant evaluation; Ability to analyze budgets and financial statements.
- Working knowledge of concepts and demonstrated commitment to advancing racial equity.
- Excellent strategic thinking, planning, project management, and organizational skills.
- Outstanding interpersonal skills, working well with a wide range of colleagues across geographies; ability to interact respectfully with people of diverse backgrounds, perspectives, and cultures.
- Strong customer service and relationship management skills.
- Keen conceptual, analytical, and critical thinking skills; an inquisitive nature; Ability to synthesize complex issues and concepts on behalf of



the greater good of the community; sound judgment; objective.

- Technology fluency with Microsoft Outlook, Microsoft Word, Excel, Access, and Power Point software. Familiarity with Raiser's Edge and Blackbaud Grantmaking are a plus.
- An understanding of philanthropy's role in the community and a commitment to philanthropy and the mission of The Community Foundation.
- Sound judgment; Ability to manage time effectively; Flexibility; Self-discipline and initiative; ability to work with minimal supervision.
- Bachelor's degree in social work, public policy, education or related field with minimum of 5 years of work experience

## **BENEFITS AND SALARY**

Salary starts at \$65k and is commensurate with experience and qualifications. Excellent benefits package, including company-paid health, vision, dental, and life insurance for employees; Flexiblespending accounts; Universal life and long-term care insurance and retirement plan with employer match; Eleven paid holidays; Flexible work schedule.

## **HOW TO APPLY**

Please submit your resume and cover letter with salary requirements to [HR@thecommunityfoundation.org](mailto:HR@thecommunityfoundation.org).

*The Greater Washington Community Foundation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity, sex, national origin, disability, or protected veteran status.*