



Generosity lives here.

Job Description

Title: Director, Center for Nonprofit Excellence **FLSA Status:** Exempt

Department: Grantmaking, Community Initiatives **Reports To:** Vice President of Grantmaking and Community Initiatives

Date: June 8, 2023

Direct Reports: Assistant, Center for Nonprofit Excellence

PURPOSE OF POSITION

This position leads, manages and evaluates the Quad Cities Community Foundation Center for Nonprofit Excellence.

As the first staff member of this new program of the Quad Cities Community Foundation, the Director of the Center for Nonprofit Excellence will work with the Vice President of Grantmaking and Community Initiatives to bring the Center from concept to reality, and to recruit and form its first Advisory Committee. The Director should bring a visionary, entrepreneurial bent to developing the Center, deep knowledge of and a passionate belief in the value of the nonprofit sector, and a collaborative nature with community leadership experience. The Director will be a community leader and connector, able to build and maintain respectful and trusting relationships with other Community Foundation staff, volunteers, nonprofit peers, fellow funders, donors, and community groups.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are fundamental duties that an individual who holds the position must perform. This is not an exhaustive list. Other duties, in addition to these essential job functions, will be assigned at the discretion of the Vice President of Grantmaking and Community Initiatives.

Program:

- Continually assess the strengths, needs, and interests of the regional nonprofit sector, and develop and implement strategies to address them.
- Provide nonprofit peers with coaching, introductions to peers and partners, and connection to resources provided by the Center and other sources.
- Coordinate and implement a mix of education programs, networking events, and peer learning groups relevant to our regional nonprofit and philanthropic sector, some led by staff and some by contracted providers.

- Maintain knowledge of current and emerging capacity building concepts and strategies.
- Provide grantmaking strategy support and coaching on effective funding practices to contracted private foundation clients.
- Provide educational opportunities and coaching to QCCF affiliate advisory boards.
- Coordinate goal-setting and evaluation of the Center for Nonprofit Excellence. Report to stakeholders including Advisory Committee, QCCF Board, nonprofit sector, and funders.
- Maximize use of the database and related platforms to accomplish the work of the Center.
- Assist Community Foundation staff and perform other duties as assigned.

Management:

- Serve as staff liaison to the Center’s Advisory Committee. Recruit Advisory Committee members. Coordinate meetings and engage the Committee in guidance of the Center.
- Manage and supervise Administrative Assistant and volunteers.
- Engage and vet a team of local and regional consultants as providers and referral options.
- Oversee the work of contractors hired for functions related to the Center for Nonprofit Excellence.

Connect with internal and external stakeholders:

- Build and maintain respectful, trusting relationships with nonprofit peers, fellow funders, donors, and community groups.
- At the discretion of the Vice President, represent the Community Foundation in community leadership roles and groups convened by the Community Foundation or other groups to address priority community issues.
- Identify and implement opportunities to amplify the voices of the regional nonprofit sector to advance shared goals.
- Collaborate with other staff to communicate impact to constituents, including fundholders, committee members, and foundation clients.
- Proactively monitor community needs and opportunities to identify priorities and partnerships for community impact, including the strength of the region’s nonprofit sector.
- Coordinate internally and externally to help secure financial resources for the Center.
- Coordinate internally and externally to communicate with constituents and the public about the Center for Nonprofit Excellence.
- Coordinate internally and externally to ensure provision of grantmaking, administrative, and communications services to assigned foundation clients.
- Engage with local, regional, and national partners and associations to inform the work of the Center.

QUALIFICATIONS AND REQUIREMENTS

- Seven or more years related professional experience in the nonprofit sector required. Organizational leadership experience required; executive-level experience strongly preferred.
- Program management experience required. Experience with implementing new programs strongly preferred.
- Community leadership experience required.
- Bachelor’s Degree in related field required; Advanced degree in related field welcome.
- Demonstrated familiarity with the nonprofit sector in our region and broad knowledge of the range of issues facing the community and the sector.
- Demonstrated commitment to equity and inclusion, and ability to establish and maintain effective relationships with persons across diverse backgrounds.
- Strong strategic leadership and community collaboration and convening skills.
- Strong analytical, evaluative, and managerial skills.
- Effective communication skills, both written and oral, including the ability to analyze, to think critically and to explain alternatives clearly.
- A high level of flexibility with the ability to work in a small office environment and to promote a team-oriented atmosphere.
- Organizational values of ethics, honesty, integrity, trust and teamwork.
- Computer proficiency in all Microsoft components (Word, Excel, Power Point required).
- Proficiency or ability to become proficient in industry-specific software.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, Quad Cities Community Foundation reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by Quad Cities Community Foundation. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and Quad Cities Community Foundation has a similar right.

 Employee’s Signature Date Supervisor Date

Quad Cities Community Foundation is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act and/or applicable state regulations, the Quad Cities Community Foundation will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Quad Cities Community Foundation.