



## **Charlottesville Area Community Foundation (CACF)**

### **Director of Programs**

Reporting to the President and CEO, the Director of Programs provides organizational leadership, working in partnership with others, to effectively direct grant and other resources so that nonprofit activities, program outcomes and/or wider community development goals are accomplished. S/he works directly with the Grants Portfolio Committee on grant-making, and provides proactive leadership to execute CACF's grantmaking tracks and approaches. S/he manages and builds all aspects of CACF's grantmaking practice, including program and activity monitoring and evaluation. In the context of CACF's overall communications, s/he helps shape and direct communications about grant opportunities and about CACF's activities, programs and other investments in the community. S/he also manages strategies to ensure equitable and accessible access to Foundation resources among potential grant partners and to understand the impact of the Foundation's grantmaking on different populations within the community.

Specific responsibilities include:

- Lead and oversee the work of the Programs team of the Foundation
- Oversee the grants portfolio, including CACF's Enriching Communities, Strengthening Systems and Shaping Futures grant tracks
- Oversee implementation of strategies to increase accessibility to Foundation resources
- Oversee strategies to broaden Foundation networks with community-based initiatives and potential partners, including those led by diverse racial and ethnic communities
- Develop and implement strategies to share results of grant partners
- Ensure the Foundation has broad and increasing knowledge of nonprofits and community initiatives across CACF's service area
- Support the Grants Portfolio Committee's work to ensure that they can effectively engage with CACF's grantmaking activities, monitor grant portfolio performance, provide relevant policy guidance, and act as ambassadors for CACF's grantmaking.
- Strengthen CACF's program monitoring and evaluation capability, including its policies, procedures, practices and systems
- Participate as a member of the Foundation's senior leadership team in strategic organizational discussions
- Work with the CEO and Director of Donor Engagement to increase co-funding/funding partnerships with the Foundation's discretionary grantmaking



- Work with the Director of Donor Engagement to help fulfill donors' interests and priorities for grantmaking and community impact
- Develop and coordinate both internal and external communications about results achieved and lessons learned through CACF's programs
- Work with the CEO to cultivate, negotiate and deliver on CACF contributions to wider community development initiatives

#### Person specification

The Director of Programs is passionate and knowledgeable about effective grant-making and the Charlottesville area. S/he has broad and healthy relationships with residents and leaders from diverse populations across the region. S/he continuously seeks opportunities to build CACF's grant-making practice and to source new grant opportunities through rigorous due diligence. S/he can take a structured approach to understanding and addressing community trends and issues, and apply program design and implementation, and monitoring and evaluation, expertise. S/he has strong values around equity, diversity and inclusion, and proactively seeks to engage her/himself and the team in deepening practice to ensure trust-based, equitable approaches and values.

The Director of Programs has strong partnership skills and interpersonal skills, as well as leadership ability, to positively and constructively engage diverse community members and organizations in CACF's grant-supported programs and activities and to sustain their engagement throughout the grant-making cycle. S/he is knowledgeable about community issues and trends, and can identify and realize strategic partnership opportunities for the achievement of wider community development goals. S/he is an effective communicator who can successfully convey information and learning about the impact of Foundation strategic initiatives and grant-funded programs and activities. S/he possesses a high degree of personal and professional integrity and 5 years of relevant grantmaking, nonprofit or community experience.

*The Community Foundation is an equal employment opportunity employer. All employment decisions are based on merit and business needs, not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, weight, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.*