



JOB DESCRIPTION

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| POSITION: | Vice President, Community Programs |
| REPORTS TO: | President and Chief Executive Officer |
| SUPERVISES: | Community Programs Department including Senior Director, Community Programs; Program Officers (3); Operations Manager; Scholarship and Grants Associate; Program Administrator; Program Directors of Rochester Area Community Foundation Initiatives |
| KEY ROLES: | Member, Management Team Staff Liaison, Program/Distributions Committee |
| COMPENSATION: | Senior management grade with standard benefits (estimated salary range \$125,000-\$140,000) |

Rochester Area Community Foundation, in partnership with generous philanthropists and community partners, works to improve the quality of life for people who live and work in the eight-county region through its leadership and strategic grantmaking. As the region's largest grantmaker, the Foundation is focused on two broad goals:

- **Creating an Equitable Community:** Working to close academic achievement and opportunity gaps, fostering racial and ethnic understanding and equity, and partnering against poverty to help neighbors in need.
- **Strengthening Our Region's Vitality:** Supporting vibrant and diverse arts and cultural offerings, preserving our region's rich historical assets, advancing environmental justice and sustainability, and promoting successful aging.

This position oversees the Community Programs department, which administers the Community Foundation's dynamic grantmaking and community leadership. This includes robust competitive grant and scholarship programs, along with a wide variety of community initiatives across eight counties of greater Rochester. The position also supervises the respective program directors in Rochester Area Community Foundation Initiatives, which include ACT Rochester, Greater Rochester Afterschool and Summer Alliance (GRASA), Rochester's Child, and RENEW (Rochester Energy Efficiency and Weatherization).

Together with the President and CEO, the Vice President serves as a leader in the community to advance the goals of the Foundation by creating and investing in long-term, systemic improvements. As part of that work, the Vice President collaborates with other funders and organizations to initiate or adopt new programs and strategies that have the potential to lead to a more vibrant and equitable community and enhance the impact of the Foundation's work. In this role, the Vice President will determine the appropriateness of such initiatives, assist with planning, determine Foundation resources that can be used, and coordinate with each project's Foundation representative to confirm that Foundation goals are met and Foundation procedures are followed.

The Vice President helps shape the Foundation's public image by serving as a spokesperson for the Foundation in the community and the media for program-related activities; representing the Foundation at community events; making presentations at donor events; and contributing program-related content and ideas for the Foundation's publications, e-news, social media and website.

In this role, the Vice President:

- Oversees hiring and managing of all necessary staff, consultants, and volunteers.
- Proposes departmental budgets and workplans, and oversees their implementation once approved or amended;
- Ensures the adoption of appropriate record-keeping and monitoring systems to document that fair and equitable communications and deliberations have been used in grantmaking;
- Undertakes (as appropriate) grant seeking for additional resources, ensuring appropriate grants management in accordance with each funding source's requirements; and
- Ensures that the grantmaking portion of the Community Foundation's integrated software is used consistently, effectively, and fully to automate, track, and document grantmaking processes.

The Vice President serves on the Foundation's management team with three other vice presidents, contributing to the strategic direction, personnel management, and budgeting for the organization. Working with the Philanthropic Engagement staff, the Vice President will periodically provide customized grantmaking information or assistance to professional advisors, and prospective and current donors.

Given the dynamic nature of the Foundation's work, this job inevitably grows and changes over time. The Vice President's recommendations for these changes, and participation in their implementation, are a crucial element in advancing the Foundation's overall mission of community betterment.

DESIRED SKILLS AND CHARACTERISTICS: Has passion and vision about making a positive difference for people and communities. Committed to diversity and inclusion. Outstanding oral, written, and interpersonal communication, with a keen desire for excellence and accuracy. Ability to analyze, evaluate, and translate high-level academic and/or policy research to a broader audience. Collaborative skills as a leader, facilitator, and participant are highly valued, along with volunteer management and budgeting experience. Other skills needed include: strategic thinking and planning; embraces new technologies; ability to multi-task; tolerance for ambiguity; flexibility; team player; self-starter and self-reliant but able to consult with others; and, of course, a sense of humor.

DESIRED EXPERIENCE: At least eight years' experience in public policy, urban affairs, social services, or other work related to the Community Foundation's grantmaking and leadership; master's degree or equivalent in a related field. Supervisory and/or project management experience is required.

HOW TO APPLY: EDI Executive Search is assisting the Community Foundation in this search. Applications should include, as separate documents, a DEI statement, a CV or resume, and a cover letter addressing the themes in the job description and/or leadership profile. Application materials should be submitted using EDI's website (<https://ediesc.com/current-partner-searches/>), and confidential nominations and inquiries can be directed to EDI at CFoundation_VPCP@ediesc.com.

In support of the Americans with Disabilities Act, this job description lists only those responsibilities and qualifications deemed essential to the position.

Rochester Area Community Foundation is an Equal Opportunity Employer and believes in the value of a diverse workforce.