

**JOB TITLE:** Affiliate Officer – Delta

**EMPLOYED BY:** President & CEO

**REPORTS TO:** Affiliate Director

**STATUS:** Regular Exempt Employee

**PURPOSE OF POSITION:** This position administers Arkansas Community Foundation’s statewide outreach through the affiliate program. This position serves as liaison between the Arkansas Community Foundation central office and local staff and local advisory boards, primarily in Southeast Arkansas. Additionally, this position supports the Foundation’s grantmaking and community leadership work in Southeast Arkansas.

**LOCATION:** Little Rock or Delta region

**PRINCIPAL DUTIES:**

*Developing Affiliate Network*

- Provide strategic visioning of the statewide network and its impact, with a particular emphasis on affiliates in Southeast Arkansas
- Conduct affiliate troubleshooting and develop plans for moving affiliates toward greater impact
- Administer any grant to strengthen the affiliate program
- Monitor the Affiliate Policy and Operating Procedures on a regular basis
- Travel to each assigned affiliate area at least monthly, spending significant time in community to build relationships with local board stakeholders and understand local context

*Staff Management*

- Work with local boards to hire affiliate executive directors and serve as acting affiliate ED during vacancies
- Onboard and train new affiliate staff
- Monitor and supervise affiliate staff, including conducting performance reviews and feedback
- Develop and monitor performance improvement plans
- Proactively advise affiliate staff on upcoming events, priorities and news; act as information hub for affiliate staff
- Develop, update, and convey resource manuals, procedures, training modules and other documentation to aid affiliate staff in performing their job duties
- Develop and implement a program of encouragement and appreciation for affiliate staff

- Manage data for the affiliate system, including tracking and organizing institutional documents, contact information, board demographics, local operating budgets, progress toward annual goals, etc.

### *Staff Development*

- Gain basic knowledge of all community foundation processes, departments and job functions to assist affiliate staff
- Develop and plan quarterly trainings and other training modules for affiliate staff
- Provide technical assistance to affiliate staff by phone, videoconference, and in person
- Conduct one-on-one skill building for affiliate staff members
- Serve as primary contact for affiliate staff for questions and assistance

### *Community Leadership & Grantmaking*

- Represent the Community Foundation in coalitions and convenings related to the wellbeing of the Delta region
- As needed, oversee discretionary grantmaking specific to Delta region
- Participate in and learn about the Community Foundation's core focus areas, including early literacy and food security, and as needed, form partnerships and raise awareness of these issues

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Self-motivated, strategic, and energetic thinker
- Highly-developed people skills with ability to interact with people of diverse backgrounds and perspectives
- Experience in planning and executing professional development for employees or volunteers
- Ability to effectively present information and address needs from all constituencies
- Strong customer service skills and ability to address multiple requests quickly and accurately
- Demonstrated strengths in staff management or volunteer management
- Must be able to travel 1-3 days per week (generally, travel consists of day trips; overnight travel is seldom required). Company vehicles are available for most travel; mileage reimbursement will be provided when an employee's own vehicle is used.
- Knowledge, understanding and appreciation of the Delta region
- Excellent communication skills, organizational skills and attention to detail
- Strong work ethic and an unquestioned reputation for honesty and integrity