



## Program Director, New Initiatives and Special Projects Search

### About Arkansas Community Foundation

For nearly 50 years, Arkansas Community Foundation has engaged people, connected resources, and inspired solutions to build strong communities in our great state. As the state's largest grantmaker in the number of grants made, the Foundation uses all its capital – social, moral, intellectual, reputational, and financial - to leverage its network of community leaders and philanthropists to create places where our kids want to raise their kids.

The Foundation works in all 75 counties primarily through a network of 29 local offices with local board leadership. With assets of more than \$600 million, the Foundation makes nearly 4000 grants a year mainly through donor-engaged grantmaking. The Community Foundation deploys its assets – financial and otherwise – through what it calls the Aspire Framework based on data and indicators. Currently, its initiatives include early childhood health and education and food security.

The Community Foundation is guided by these core values:

We are **LOCAL**. We support local decisions to meet local challenges.

We are **INCLUSIVE**. We seek broad community involvement and all points of view.

We are **STEWARDS**. We take seriously the public's trust.

We are **STRATEGIC**. We strive to achieve positive long-term results.

In addition, our work culture emphasizes these key tenets:

**Relationships** are our priority:

- We have respect, empathy, and appreciation for each other, nonprofit partners, donors, and other constituencies.

**Stewardship** is our duty:

- We are mindful that the assets we deploy are not "ours," and we strive to be responsive to donors and nonprofits who have entrusted us to do good for our communities.

**Joy** is our intention:

- We are grateful, flexible, and have fun doing the work we do.



**The Position: Program Director, New Initiatives and Special Projects**

The Program Director, New Initiatives and Special Projects is a key member of the Community Investment team working closely with the Chief Program Officer and Community Investment team to carry out the strategic work of the Community Foundation. The Program Director is an experienced project manager and is looking to guide community-based work in a fast-pasted and growing organization.

**Experience and Qualifications Needed**

- Demonstrated cultural competence as it relates to community-based work
- Excellent written, verbal communication and interpersonal skills
- Knowledge of Arkansas and/or rural community development work
- Collaborative team style and supervisory experience a plus
- An entrepreneurial and inquisitive mindset
- Ability to influence positive change and to collaborate creatively with diverse stakeholders

**Salary Range** - Salary range is \$65,000 to \$75,000 based on experience and demonstrated success.

**To Apply** - Please email a cover letter and resume to [HR@arcf.org](mailto:HR@arcf.org) with "Program Director, New Initiatives and Special Projects" in the subject line by July 3rd. **The cover letter should address these questions:**

- What is your experience in community-based leadership, mentoring, and/or nonprofit support?
- Why do you want to work at Arkansas Community Foundation?



<b>Job Title:</b>	Program Director, New Initiatives and Special Projects
<b>Employed By:</b>	President/CEO
<b>Reports To:</b>	Chief Program Officer
<b>Status:</b>	Regular Exempt Employee
<b>Purpose of Position:</b>	This position is responsible for advancing the Foundation's grantmaking and community leadership work by deepening the Foundation's capacity to address community needs, build and share community knowledge, and work with donors and partners to build stronger Arkansas communities. This position is a key member of the Community Investment team working closely with the Chief Program Officer. This position leads new Foundation initiatives and special projects that improve Arkansas communities.

## **PRINCIPAL RESPONSIBILITIES:**

### **Project and Administrative Expertise**

- Provide administrative expertise including technical experience in project management and software such as Foundant and SharePoint.
- Oversee the Aspire Arkansas indicators including research, support and development of future initiatives; training for affiliates, donors and board members; management and assessment of related content and current & future indicators; and communication strategy support.

### **Stakeholder Engagement**

- Represent the Foundation at convenings about the needs of the community, gathering information about strategic priorities, partners and ways for the Foundation to add value.
- Develop deep knowledge of the Arkansas nonprofit and philanthropic landscape, building relationships with nonprofit leaders, funders and changemakers.
- Establish and maintain relationships with key stakeholders and partners internally and externally.
- Attend affiliate board meetings as needed to build relationships, advise on grantmaking initiatives, and learn about local communities and priorities.
- Participate in and develop curriculum for affiliate professional development activities, including executive director trainings, new staff onboarding, and board member orientation.
- Serve as a key thought partner to the Community Investment Team, including the Chief Program Officer, on issues affecting Arkansas residents and strategize solutions.



### **Portfolio Management**

- Manage fiscally sponsored projects, collaborative and community leadership projects, including oversight, management, including financial management support and tracking, evaluation, learning, and reporting.
- Provide technical expertise and assistance in monitoring deadlines for grants, vendors and contract management.

### **Project Development and Implementation**

- Lead statewide efforts on Press Forward Arkansas, including strategy, design, management, convening, fundraising and grantmaking with state and national partners.
- Research and understand key issues affecting Arkansas and lead statewide efforts that support affiliate and Foundation directed grantmaking in these issue areas. This could include several issues such as increasing physical activity in children and adults and tackling food insecurity through convenings, meeting facilitation, learning and grantmaking. Provide fundraising support to support new initiatives.
- Develop strategies and lead grantmaking that deploys grant funding to all 75 Arkansas counties through annual grantmaking cycles.
- Manage donor advised, field of interest grantmaking initiatives including research on and identification of potential funding opportunities, managing grant programs, and serving as a thought partner on ideas and opportunities.

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

- Three years' experience in a similar position; experience with nonprofit organizations a plus.
- Highly-developed people skills with ability to interact with people of diverse backgrounds and perspectives.
- Excellent writing skills, interpersonal skills, and verbal communications skills including group facilitation.
- Supervisory experience with demonstrated strengths in people management.
- Ability to synthesize information and develop action plans.
- Experience with the nonprofit sector, including program management and community indicators data.
- Self-motivated, professional, embrace high ethical standards and attention to detail, and have ability to handle multiple tasks simultaneously.
- Proven project management skills from conception to design to implementation.
- Demonstrated capacity for strategic thinking and problem solving.
- Experience with engaging and building strong relationships with business and community leaders.



- Commitment to and experience with collaboration, teamwork and personal growth.
- Proficient with MS Excel and MS Word.
- Exceptional organizational and multi-tasking skills and ability to meet deadlines.
- Effective judgment and capability to work independently.
- Customer service oriented with high level of discretion with confidential information.
- Strong work ethic and an unquestioned reputation for honesty and integrity.

**Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

**Schedule:**

- Monday to Friday

**Work Location:** In person