



## Program Director, Affiliates

### 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 almost \$1 billion, the Foundation makes approximately 5,500 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, Affiliates

The Program Director, Affiliates, 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. This position is responsible for overseeing the Foundation's affiliate system and builds local community leadership and capacity by creating and facilitating peer-to-peer networks across the system and strategic partners. This position works with Foundation staff and local advisory boards to build effectiveness as strategic grantmakers and philanthropic leaders in their community. This position also directs local community leadership with affiliates and strategic partners through community development techniques, facilitation, and strategy development.

### Experience and Qualifications Needed

- Demonstrated experience in community development and community leadership



- 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 \$75,000-\$80,000 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, Affiliates" in the subject line by January 9, 2025. **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, Affiliates
<b>EMPLOYED BY:</b>	President & CEO
<b>RESPONSIBLE TO:</b>	Chief Program Officer
<b>STATUS:</b>	Regular Exempt Employee
<b>PURPOSE OF POSITION:</b>	<p>This position is responsible for overseeing Arkansas Community Foundation's affiliate system and their deployment of the Foundation's five forms of capital: social, moral, intellectual, reputational, and financial. This position builds local community leadership and capacity by creating and facilitating peer-to-peer networks across the system and strategic partners. This position works with Foundation staff and local advisory boards to build effectiveness as strategic grantmakers and philanthropic leaders in their community. This position also directs local community leadership with affiliates and strategic partners through community development techniques, facilitation, and strategy development.</p>

## **PRINCIPAL RESPONSIBILITIES:**

### **Affiliate Systems Management and Strategic Support**

- Provide strategic visioning of the statewide network and its impact
- Understand and support affiliate officers and affiliate executive directors with local advisory board meetings, procedures and bylaws to ensure effective and impactful local philanthropy
- Supervise and support affiliate officers and affiliate executive directors to administer the affiliate system
- Understand and support affiliate officers and affiliate executive directors with local advisory board meetings, procedures and bylaws to ensure effective and impactful local philanthropy and community leadership
- Work with affiliates to increase their impact in grantmaking and community leadership
- Create, plan and conduct affiliate board orientations, meetings and issues-related workshops to continue and increase educational opportunities for executive directors and local board members
- Ensure regular contact between central office and executive directors and affiliate boards
- Conduct affiliate troubleshooting and develop plans for moving affiliates toward greater impact
- Support affiliate officers and executive directors in fund development strategies and coordination with the Foundation's development team

### **Community Leadership and Stakeholder Engagement**

- Respond to requests for organizing new affiliate or community funds



- Oversee and develop curricula for special learning projects for affiliates in grantmaking and community leadership
- Develop curriculum and convene affiliate cohorts working on similar issues to identify locally led and statewide connected community leadership opportunities
- Provide leadership in local issues affected all areas of the state and advise Foundation leadership on new grantmaking opportunities at the affiliate and statewide level
- Assist in developing the Community Foundation's strategy to engage affiliate communities around the Aspire Arkansas report
- Lead the Foundation's work to help increase food security and early literacy rates in Arkansas by educating and engaging its network and evaluating need and impact
- Assist in developing strategies to share issue education, best practices, success stories, data on grants and impact and other knowledge across the statewide network
- Provide community development and community leadership alongside strategic partnerships, including facilitation and strategy support to build stronger local communities
- Co-create and support statewide grantmaking opportunities alongside Foundation leadership and affiliate executive directors
- Lead the Foundation's efforts on disaster response and recovery, including potential grantmaking in times of disasters

#### **Project Management and Administrative Expertise**

- Provide administrative expertise including technical assistance in project management and software systems, such as Foundant and SharePoint
- Support affiliate officers and executive directors in systems navigation, board reporting, board meeting facilitation and operational procedures
- Provide expertise to affiliate executive directors in key nonprofit management support, including strategic discussions on supporting local nonprofit leaders
- Represent the Foundation to the public around the state
- Other duties as assigned

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

- Five years' experience in a similar position with experience in coalition building, community development and nonprofit management
- Experience in community development techniques, facilitation and leadership
- 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
- This position requires regular day travel to local affiliate areas

**Benefits:**

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

**Schedule:**

- Monday to Friday

**Work Location:** In person, Little Rock, with frequent in-state day travel