

POSITION DESCRIPTION

JOB TITLE:	Jr. Officer, Community Philanthropy	STATUS:	Non-Exempt
REPORTS TO:	Sr. Director of Community Philanthropy	HOURS:	Full Time
DATE:	September 2019	DEPT:	Philanthropy

CFT's Vision

To build thriving communities for all

CFT's Mission

CFT stimulates creative solutions to key challenges in our community. We thoughtfully and effectively support our diverse donors and grantees by providing exemplary service and by demonstrating accountability. We improve lives through an unwavering commitment to lasting impact.

CFT's Values

Enhancing the experience and impact of giving through:

1. Exemplary service;
2. Wise stewardship of resources; and as a
3. Trusted partner for community knowledge and collaboration.

[Communities Foundation of Texas'](#) main focus is to enhance the experience and impact of giving for individuals, families, companies, foundations and nonprofits by offering charitable tools like donor-advised funds, scholarships, [North Texas Giving Day](#) and more. CFT's strategic plan includes 1) growing giving in our region, 2) catalyzing change in critically important areas such as education, medical and scientific research and public safety and 3) strengthening the local philanthropic sector of donors and nonprofits. CFT programs include [Educate Texas](#), [Working Families Success Network](#), the W. W. Caruth, Jr. Fund and other key initiatives. Since 1953, CFT has granted more than \$1.8 billion to support nonprofits in our region, across the nation and the world. Learn more at www.CFTexas.org and through this [recent overview video](#).

Summary

CFT aspires to be the "go-to place" both for donors and funders regarding information about nonprofits in the community, as well as for expert advice about philanthropic giving. The Community Philanthropy Junior Officer is responsible for co-developing and building this ideal in partnership with the Chief Philanthropy Officer, the Community Philanthropy team, Donor Relations and Services team to capitalize on CFT's evolving knowledge of existing community needs and maximize philanthropic involvement, opportunities, and impact in the region.

Key Responsibilities

GENERAL ADMINISTRATIVE

- Support and enhance systems and processes that undergird effective departmental operations
- Support preparation of materials and documents for trustee committee meetings

- Assist in support of department projects, including supporting community and donor events hosted by CFT
- Cultivate knowledge of general community needs (via relationships, events, and the reading of needs assessments and studies)
- Provide back of office administrative support for other activities, as needed

GRANTMAKING

- Support the tracking, receipt and due diligence of grant proposals being reviewed by a cross functional team to ensure applicant fit with CFT's identified discretionary grant investment areas.
- Work in partnership with nonprofits on discretionary grants to ensure that grants have defined outcomes. Track outcomes to determine to what extent the grant investment achieved the impact as intended, and report back to trustees.
- Present grant recommendations and trends to the board of trustees.
- Reinforce a clear, efficient system for evaluating and communicating the impact of CFT grantmaking.
- Maintain constant and clear communication with nonprofits about the grantmaking process, criteria and decision process, to cultivate a culture of transparency and fairness.
- Serve as a thought-partner to applicants and grant recipients to strengthen their planning, and connect them wherever possible, to other opportunities for learning, programming, or funding.

COMMUNICATION

- As a member of the Philanthropy Department, serve as a "face of the foundation" across the community. Represent CFT externally with donors, nonprofits, and civic/business leaders, elevating the opinion of those in the community of CFT's staff and work, whether serving in a junior or senior role
- Support nonprofit relationships via emails, calls and/or in person meetings
- Support a clear, efficient system for evaluating and communicating the impact of CFT grantmaking
- Assist with external communications, and social media support for Philanthropy events and/or initiatives

COMMUNITY ENGAGEMENT

- Represent the foundation externally and steward positive, authentic relationships with nonprofit organizations and community partners, including other foundations and other funding partners.
- Cultivate and maintain relationships with existing and potential community partners.

PHILANTHROPIC ADVISING

- Contribute, as part of the larger Donor Engagement team, to helping donors achieve their objectives through CFT's community knowledge, networks, and our ability to connect them with emerging and persistent community needs.
- Serve as a philanthropic portfolio advisor. Steward donors by engaging with them to understand their charitable interests and goals and help them to match their passions with identified community needs, initiatives, and/or organizations.

- Lead strategic thought on ways to improve and streamline the philanthropic advising process.
- Represent the foundation externally with donors and at donor-related events, as requested.

KNOWLEDGE OF THE COMMUNITY

- Be knowledgeable of evolving community needs (via relationships, events, and the reading of needs assessments and studies) to be able to actively educate CFT's various stakeholders (trustees, other members of staff, donors and interested parties, other funders, and members of the larger community) around existing and emerging areas of interest.
- Constantly scan for emerging areas that merit focused funding and/or attention to drive support of needs not currently on the radar. Inform the selection of topics around which to convene further conversation between experts, funders, and community leaders.
- Maintain knowledge of peer foundation initiatives and focus areas.
- Represent the foundation at its work externally at conferences, forums, and community events.

MANAGEMENT

- Ensure Philanthropy Associate and interns professional development through coaching and mentoring.
- Uphold, reinforce, and encourage Philanthropy Department culture agreements, and their adoption among onboarding department staff.

Qualifications

- Bachelor's degree and relevant work experience mandatory
- Nonprofit work experience required, preferably on the program and/or grantmaking side
- Extensive knowledge of and familiarity with the local nonprofit sector
- Master's degree in a related field a plus

Skills & Requirements

- Strong interpersonal skills (listening and relationship-building abilities, along with exceptionally strong verbal, written, presentation skills), with ability to effectively interact with and put at ease individuals of all levels and backgrounds
- Ability to multi-task and manage multiple parallel priorities and deadlines
- Highly organized, with ability to provide attention to both detail and the big picture
- Proven motivation to make the world a better place
- Collaboration and facilitation experience a plus
- Valid state issued driver's license

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

Accommodations: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

To apply please send your resume, cover letter and salary expectations to: careers@cftexas.org

