



VISION: A thriving region where all individuals and families have the opportunity to succeed.

The mission of the Community Foundation is to make the Richmond region a better place through bold solutions and inspired philanthropy. Today, we manage more than 1,300 charitable funds with assets exceeding several billion dollars and growing. In 2021, we deployed more than 6,000 grants totaling over \$91 million. The Foundation also supports the activities of 12 other charitable foundations and organizations that have chosen to fulfill their charitable legacy in partnership with us. [Together we do more good!](#)

As a part of the Community Foundation, you have a chance to use your skills and experience to create positive, long-lasting change for our region; while maintaining a healthy balance between personal and professional endeavors. We offer competitive benefits, flexibility in schedule and partial telework, half-days on Fridays, a collaborative culture, and mission-centered work. To learn more about our vision and mission, please visit cfrichmond.org/About/Our-Story.

TITLE: Senior Program Officer, Educational Success

REPORTS TO: Vice President, Community Impact

POSITION DESCRIPTION: The Senior Program Officer of Educational Success manages the Foundation's extensive portfolio related to equitable youth development with a focus on birth to career education initiatives, including early childhood education, quality K-12 and out-of-school programming, and college readiness. The Program Officer also collaborates with Community Impact staff on additional initiatives, including career readiness and the workforce ecosystem, housing, health and wellness, and community vibrancy. The incumbent will play a strategic role in the identification of community needs and solutions and will proactively coordinate resources to create measurable and sustainable results. Core responsibilities include determining strategy for funding to advance equity in education, management of the grants process for nonprofit organizations, measurement and reaction to outcomes, and participation in leadership positions in the community related to education. This portfolio includes opportunities related to policy work, systems building, and direct services. This is an exempt, full-time position.

PRIMARY DUTIES AND RESPONSIBILITIES:

Community Leadership

- Convene nonprofit organizations, funders, and community leaders around topics within birth to career education with a focus on access, equity, and sustainability. Participate in the alignment of desired regional outcomes and indicators of progress.

- Convene, lead, and participate in community coalitions that advance systemic change.
- Collaborate with other funders to share, develop, and leverage resources to address community needs. Focus on high impact, long-term, and sustainable change.
- Interact with local education leaders and nonprofit providers as is appropriate to represent their perspectives in community philanthropic endeavors.
- Represent the Foundation through service on committees and attendance at community events and meetings, providing strategic guidance on issues that reflect Foundation priorities.
- Maintain knowledge about current trends, practices, and policies within the focus area of educational success. Conduct research on issues or concerns of importance to the Foundation. Present findings in written and verbal formats.

Grant Process

- Develop and cultivate strong professional relationships with current and potential grantees. Proactively identify opportunities for the Foundation to provide funding, capacity building, volunteers, and/or community leadership support within the focus area of educational success.
- Work directly with grant seekers to provide clarification of Foundation priorities, direction regarding the application procedures, and feedback on proposals.
- Participate in Foundation grantmaking process to include review of applications, interviews, site visits, and decision-making. Provide written and verbal analysis of grant applications for Foundation staff, board, and donors.
- Gather outcomes from grantees and provide analysis of results vs. objectives agreed to on grant application. Analyze and assess outcomes to identify trends and opportunities, inform team learning, and shape ongoing strategy refinement.
- Manage the relationship with support organizations and committee-advised funds of the Foundation. This includes the full life cycle of the grants process in partnership with boards and committees.

Donor Interaction

- Collaborate with the Philanthropic and Donor Services team to work with prospective and current donors to execute their philanthropic goals and engage them as participants and leaders in community problem-solving.
- Assist individual donors with their specific grantmaking efforts, educating them on issues and non-profit organizations working in the education sector, including arranging for site visits.

Other Duties

- Participate in national, regional, statewide, and local groups that provide philanthropy to support the educational success of children and further enhance the work of the Foundation.
- Work as a member of a multi-disciplinary team to ensure the efficient and effective operation of the Foundation.
- Other duties as assigned.

QUALIFICATIONS:

- A minimum of a bachelor's degree. Advanced degree is preferred.
- A minimum of five years of professional experience in the nonprofit, foundation, and/or funder sectors. Exposure to a grants process is preferred.

- A minimum of three years of experience in the field of education, including knowledge of service providers and policy-related processes at the local, regional, or state level.
- A commitment to advancing racial equity and inclusion in the work and at the Foundation.
- Knowledge of key partners in the Foundation's work, with experience in the nonprofit landscape of the Richmond region preferred.
- Demonstrated ability to organize, coordinate and prioritize multiple projects at one time while working under major deadlines and handling diverse tasks.
- Demonstrated success in convening diverse groups of stakeholders, including nonprofit organizations and public agencies, to lead collective action for community impact.
- Ability to work independently, take initiative, and seize leadership roles when a need is realized.
- Ability to analyze, understand, and communicate policies, politics, local needs, and community dynamics to craft strategy based on independent research and knowledge of best practices.
- Demonstrated success in working with a team, including the ability to lead and support projects, communicate trends and opportunities, and a collegial spirit in sharing ideas and receiving feedback.
- Solid computer literacy in Microsoft Office and database management.
- Strong analytical skills and attention to detail.
- Excellent written, one-on-one, and group presentation skills.
- Ability to effectively communicate and persuade across broad audiences from diverse backgrounds: grant seekers, board members, community leaders, donors, and the Foundation staff.
- Ability to attend community events that may not be during normal workday hours.