

**WOMEN'S FOUNDATION OF MINNESOTA  
JOB DESCRIPTION**

<b>Title:</b> Director of Community Impact	<b>Employment Status:</b> Full time
<b>Department:</b> Program	<b>FLSA Status:</b> Exempt
<b>Reports To:</b> Vice President of Community Impact	<b>Supervises:</b> Program Officer, Program Manager, Community Impact Manager
<b>Salary Range:</b> \$90,000 to \$100,000 depending on experience and qualifications.	

**SUMMARY**

The director of community impact will work closely with the vice president of community impact to lead the implementation and management of the Foundation’s grantmaking, evaluation, and field building programs that enable large scale systems change. The director will provide political and strategic thought partnership and lead program implementation to move the Foundation’s mission of intersectional gender and racial equity forward while continuously evaluating and evolving the Foundation to meet the needs of community. Additionally, the director will work in partnership with the communications and advancement team to share the impact of the Foundation and manage the program officer, program manager, and community impact manager.

**A complete job application requires a cover letter and a resume.**

**PRIMARY RESPONSIBILITIES**

**Grantmaking**

- Lead and ensure successful grantmaking of all WFMN programs including girlsBEST, WFMN Fund for Safety, Young Women’s Initiative of Minnesota, and a new racial justice initiative.
- Identify strategic grantmaking opportunities, build alignment between existing programs, and continuously adapt programming based on research, policy, and strategic goals of the Women’s Foundation of Minnesota.
- Ensure grantmaking procedures and due diligence are up-to-date and implemented properly, working in partnership with program officer.
- Provide oversight of the WFMN grantmaking budget. Ensure all budgets are met and balanced on an ongoing basis.
- Lead the development of the grantmaking request for proposals (RFP).
- Facilitate and build on the Foundation’s participatory grantmaking model to strengthen relationships and ensure sound grantmaking across programs.
- Support program officer to manage the organization on site visits, making efficient use of grantee, staff, donor, and volunteer time.

- Prepare written summaries of grant recommendations for the Board of Trustees with support from program officer.

### **Team Management**

---

- Oversee development of community impact team workplan based on organizational annual operating plan.
- Manage the program officer, program manager, and community impact manager performance and development goals, assign accountabilities, set objectives, establish priorities, conduct annual performance appraisals, and administer position adjustments.
- Debrief regularly with Executive Team and across departments to ensure grantee stories and results are disseminated and that grantmaking information is shared with the community through our website and other media outlets.

### **Strategic Thought Partnership & Program Implementation**

---

- Contribute to deep and innovative political thought and systems change strategies that influence programs, communications, and advancement in collaboration with vice president of community impact.
- Lead implementation of Young Women’s Initiative of Minnesota and new Women & Girls Racial Justice initiative strategies.
- Serve as a member of the WFMN research team.
- Create and implement new digital field-building strategies while working collaboratively with community impact team. This includes working with grantees and field leaders to support digital grantmaking, strategic organizing, and relationship building. This work may also include coordination of digital grantmaking processes, virtual field convenings, meetings, and more.
- Support and manage community impact manager to develop and manage WFMN community engagement plan that will deepen relationships in multiple cultural and regional communities across the state via one-on-one meetings and attending key events and conferences aligned with WFMN’s strategic goals and objectives.

### **Evaluation & Capacity Building**

---

- Evaluate and update approach to learning and evaluation that builds upon and strengthens current frameworks for leadership, impact, and social change.
- Ensures ongoing evaluation practices. Works with the evaluation consultant and community impact manager to develop evaluation plans, and produce annual Young Women’s Initiative, girlsBEST, Fund for Safety, and additional evaluation reports. Assists with data collection, technical assistance, and report development.
- Ensure community impact manager maintains system that will ensure grantee stories and results are disseminated to internal team and communications team for external use.

- Uses evaluation data to build:
  - Organizational capacity of grantees and understanding to advance the gender and racial equity framework.
  - Overall effectiveness of WFMN community impact programs.
  - One-page synopses of grantmaking funds.
- Partner with the advancement and communications teams to identify, strategize, and share learnings publicly, including with WFMN donors and the public.

## **Fundraising**

---

1. Provide community impact content to proposals for institutional fund development.
2. Work with advancement department to identify emerging issues, success stories, and grantee highlights for foundation proposals and messaging.
3. Build cases for grantmaking programs based on research, evaluation results, grantee impact, communication, and fundraising results to introduce to other women’s funds and funders.
4. Represent the Women’s Foundation at key donor and community engagements.

## **Integration and Storytelling**

---

1. Work with director of communications and director of external affairs to ensure cross-department integration and learning occurs to strengthen the Foundation’s work.
2. Champion opportunities for donor education and integration in programmatic activities.
3. Debrief regularly with CEO, vice president of community impact, and director of communications to ensure grantee stories and results are disseminated and that grantmaking information is shared with the community through our website and other media outlets.

## **SECONDARY RESPONSIBILITIES**

1. Represents the Foundation at strategically identified events.
2. Assists advancement department in fundraising efforts as requested.
3. Performs all other tasks as directed by the VPCI

## **JOB SPECIFICATIONS**

### **Desired Education and Experience**

- Bachelor’s degree or equivalent experience.
- Understanding and practice of intersectionality and equity in lens, frameworks, and systems change.
- Demonstrated experience and commitment to working with diverse community stakeholders.

- Five or more years of practical work experience in grantmaking, fundraising, and nonprofit program design and evaluation.
- Previous supervisory and/or mentoring experience.
- Commitment to and experience working in a teaming, collaborative environment.
- Knowledge of Granted Edge/Raisers Edge database a plus, but not required.
- Proficiency in Microsoft Office applications, including Word, Excel, and PowerPoint.
- Strong interest in philanthropy, gender equity, racial equity, social media, and creating a learning culture through evaluation.

### **Knowledge, Skills and Abilities**

1. Demonstrates initiative and a solution-focused attitude while positively contributing to our teamwork environment.
2. Commitment to actively participating in the Foundation's learning culture, including topics that increases understanding of diversity, gender and racial equity, and inclusion.
3. Anticipates and work well in a changing environment, adapting to the needs of communities and organization.
4. Strong ability to read and understand financial reporting.
5. Strong, proven communicator: ability to communicate complex frameworks, both orally and in writing to diverse stakeholders. Excellent writing skills.
6. Expertise in building rapport with wide range of stakeholders—from program and executive directors to volunteers, donors, committee members and elected officials.
7. Strategic and organized approach to directing own work and the work of others.
8. Broad understanding of grantmaking and evaluation and the ability to mentor others in the field.
9. Ability to develop and understand frameworks, theories of change, and logic models and translate understanding to provide technical assistance to grant seekers.
10. Must excel at managing multiple projects while remaining detail-oriented, organized, and methodical.
11. Strong problem-solver and relationship-builder.
12. Understands confidential nature of organization information and maintains confidence.
13. Works as an effective and proactive team player.
14. Committed to gender and racial equity and the Foundation mission.

### **PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB**

- Hear and speak in order to use telephone and communicate with people inside and outside the office.
- Sit at a desk for extended periods of time and perform long hours of work sitting at a computer.
- Apply manual dexterity and visual acuity for computer keyboarding and office equipment use and light maintenance.
- Visual ability to review detailed reports and information.

- Physical ability to move around office area repeatedly throughout the day.

**TOOLS AND EQUIPMENT USED**

- Incumbent must be able to use multi-line telephone, calculator, copy machines, fax machines, computers, postage machine, and other office equipment.

Please email [humanresources@wfmn.org](mailto:humanresources@wfmn.org) to apply for the Director of Community Impact position.

---

Employee Signature

---

Date

---

Supervisor Signature

---

Date