



community foundation

Muskegon County

Vice President of Evaluation and Grantee Capacity

Reports to: President/Chief Executive Officer

FLSA status: Salaried

The Vice President of Evaluation and Grantee Capacity will be responsible for leading Community Foundation efforts in becoming a learning organization, including the design and implementation of a coordinated strategy for measuring the impact of our programs, grants and initiatives to ensure that the organization deepens and broadens its influence. In collaboration with Vice President of Community Investment and Vice President of Development and Donor Services, this individual will work to develop ways to understand and evaluate current, intermediate and long-term programmatic impacts and how those impacts may contribute to sustainable change at the systemic level. Vice President of Evaluation and Grantee Capacity shall also identify and develop resources and programmatic opportunities aimed at strengthening the nonprofit sector. Identifies areas of need that can be met by Community Foundation resources in accordance with mission, strategic directions, and policies established by Board of Trustees.

Diversity, equity and inclusion are important values of the Community Foundation. We are striving for a diverse workforce, made up of staff that represents the communities we serve.

Principal Duties and Responsibilities (These are intended to describe the general requirements for the performance of this job. It is not intended to be an exhaustive statement of duties, responsibilities, or requirements. All duties are to be performed in accordance with established Community Foundation policies, standards, and protocols.)

Description

This position will serve as the gatekeeper of all data, information or research that is solicited and collected by Community Foundation. This position is intended to close the gap between all data collection tools and also provide a single portal to ensure data and information is collected and shared in a manner that is efficient, responsible and impactful.

Leadership

1. Leads evaluation and learning culled from Community Foundation's overall strategic goals and initiative areas by serving as member of the senior leadership team, and contributing expertise in development of recommendations, and strategies that promote achievement of overall goals and objectives.
2. Builds and maintains Community Foundation's in-house community knowledge base which includes knowledge from grants, initiatives, evaluative work and research, and aligns this knowledge with regional, state-level and national measures. Establishes the use of data as an essential management and evaluation tool.
3. Develops opportunities through partnerships and program creation that will enhance grantee capacity, strengthen the non-profit sector, from operations and fund development to organizational learning and board development.
4. Makes recommendations on personnel matters concerning assigned employees including hiring, promotions, discipline, discharges, and performance appraisals. Serves as a resource person to staff on evaluation and grantee capacity, promoting a learning culture.

5. Serves as staff liaison to Trustees, support organizations and affiliate committees as assigned, framing issues for review and input.
6. Assists Community Investment team in preparing, analyzing grant proposals and initiative plans for assigned areas of responsibility.
7. Performs other duties as assigned.

Professional Development

Keeps current regarding trends and developments in community foundation grantmaking and community leadership approaches as well as applicable laws and regulations, through reading of professional literature and attendance at appropriate seminars, conferences, and workshops.

Knowledge, Skills, and Abilities Required

1. At a minimum, completion of a bachelor's degree in nonprofit management, public administration, or a related field; master's degree preferred. Ability to analyze qualitative and quantitative data, communicate effectively in person and in writing, complete needs assessments, monitor assigned operations and activities, and evaluate potential and actual results achieved. Deep knowledge of K-12 education, or community and economic development preferred.
2. Approximately five to ten years of related work experience resulting in knowledge of the organization and operation of evaluation and grantee capacity functions and an ability to oversee and direct assigned staff.
3. Advanced interpersonal skills necessary to provide effective motivation and leadership to assigned staff; develop and maintain cooperative working relationships with grantees, affiliates, and staff; exercise appropriate discretion and diplomacy in sensitive contacts and negotiations with grantees; and conduct formal presentations to Trustees and community organizations.
4. High-level analytical abilities necessary to evaluate and identify effective solutions to complex problems.
5. Management experience necessary for developing and administering policies and procedures, monitoring activities and results, and ensuring compliance with established objectives and standards.
6. Knowledge and skill in utilizing Microsoft Office software applications. In-depth understanding of FIMS comprehensive database application preferred.
7. Exercises a high level of thoughtful and insightful judgment within areas of accountability.
8. Ability to handle confidential information in a professional manner.

To apply: Send cover letter and resume to Rick Cornell, rick@muskegonfoundation.org by March 22, 2019.