

Position title: **Director of Equity and Community Initiatives**
Reports to: Senior Vice President of Community Impact

The Director of Equity and Community Initiatives leads the Greater Green Bay Community Foundation's DEIB work and practices, nonprofit capacity building, select collective impact initiatives, related grantmaking, and other special initiatives.

The Director is a knowledgeable results-driven program professional who possesses strong organizational skills to prioritize multiple areas of responsibility with demonstrable communication skills and attention to detail. This position is full time and functions as an exempt position.

Principle Duties and Responsibilities

Diversity, Equity, Inclusion, and Belonging (DEIB) Leadership:

1. Direct and facilitate inclusion programming relevant to the Foundation's DEIB and programming goals.
2. Build trusted organizational and community relationships to advocate and achieve DEIB program goals.
3. Work with community partners, internal teams, and other stakeholders to provide learning opportunities that support Foundation efforts to foster an inclusive environment of diverse thought, perspectives, and practices.
4. Provide guidance and support assessing policies, programs, and objectives to build inclusive practices across Foundation activities.

Community Initiatives and Program Implementation:

1. Lead the Nonprofit Impact Initiative to build equitable practices and capacity within participating nonprofits and guide the program's associated grantmaking objectives.
2. Advocate for the Foundation's collective impact objectives across its networks.
3. Lead efforts to engage, communicate, and grow the nonprofit sector's understanding of the Foundation's grantmaking and support programs and other community resources.
4. Work across teams to coordinate and support community engagement activities and events to engage stakeholders who can impact community and Foundation priorities.

Unrestricted and Field of Interest (FOI) Grantmaking:

1. Work with staff and Foundation teams to support the application and selection process for discretionary, unrestricted and FOI grantmaking cycles as assigned. Responsibilities may range from leading specific cycles to supporting the SVP of Community Impact and other program staff within the administration of other grant processes.
2. Organize grant team volunteers and provide orientation and instruction to fulfill the grantmaking process within accepted standards.

3. Build relationships with nonprofits to understand need, receive feedback, and ensure the Foundation is a relevant resource.
4. Work with SVP of Community Impact and other program staff to research, plan, and execute improvements within grantmaking programs and other community initiatives.

Other administrative activities:

1. Work closely with the Foundation’s administrative staff and database team to assure accurate information, transactions, and evaluations are maintained.
2. Research and write reports that add to the Foundation’s knowledge of issues important to its work throughout the community.
3. Assemble and interpret data to determine effectiveness of efforts that address issues the Foundation targets for investment and programming.
5. Work closely with fellow staff to support donor relations, communication, and social media efforts of the Foundation.
6. Other duties as assigned.

Assigned Portfolio:

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|------------------------|--|
| 1. Program Leadership: | Diversity, Equity, Inclusion, and Belonging
Nonprofit Impact Initiative
Select Collective Impact/Community Initiatives |
| 2. Grant Cycles: | Nonprofit Impact Initiative’s Capacity-Building
Give BIG Green Bay
R. Bruce & Alyce S. Kopseker Trust
Crime Prevention Foundation |

Work relationship and scope:

Reports to the Senior Vice President of Community Impact. Works with staff, volunteers, and board committees to develop and implement objectives important to the Foundation’s work.

Measures of performance:

Ability to meet performance measures and organization goals as agreed upon with Senior Vice President of Community Impact. Evaluation by the SVP of Community Impact on performance, including accuracy, effective communication, and development of good working relationship with agencies, community partners, stakeholders, and fellow staff.

Knowledge, skills, and abilities (KSA) required:

- Advanced degree or relevant positional experience
- Demonstrable program leadership experience achieving set goals, leading and building teams, creating project plans, and tracking progress
- Ability to work independently with general supervision

- Strong organizational skills with an attention to detail, strong analytical and critical thinking skills
- Confident, comfortable, and successful work relationship with diverse groups of people
- Strong communication skills; ability to write, listen, and clearly communicate
- Knowledge about the nonprofit community
- Familiarity with interpreting and collecting data and outcome measurements
- Website and social media experience
- Knowledge of databases, Microsoft Word, Excel, PowerPoint

Our commitment:

Central to our purpose as a community foundation, we are committed to fostering an inclusive environment of diverse thought, perspectives, and individuals. If you don't meet every requirement, please consider applying. You may be the right candidate for this role or others within the Foundation.

Work conditions:

Work is performed largely in the city of Green Bay; however, the Foundation covers all of Brown County, serves Oconto and Kewaunee counties, and provides some programs to Door County. Meetings are held county- and statewide. May involve some travel to other states for conferences.

Compensation:

This is a full-time, exempt position. The salary range is between \$65,000 - \$75,000 based on experience, with a comprehensive benefits package.

To apply:

Please submit resume and cover letter to Amber Paluch amberpaluch@ggbcf.org