CHESTER COUNTY community FOUNDATION

NONPROFIT ENGAGEMENT OFFICER

Role Overview & Reporting Relationships: Reporting to the Chief Impact Officer (CIO), the Nonprofit Engagement Officer:

A. Manage the Community Foundation's entire Grantmaking process, continually refining & improving it.
B. Assures high-quality program design and implementation of all CCCF's capacity-building programs and services in partnership with CIO.
C. Has lead responsibility for providing capacity building services; provides major & planned gift training in coordination with philanthropy services to support CCCF nonprofit endowments.
D. Work in partnership with the CIO and philanthropy services to support the community foundation's 80+ nonprofit endowment funds.
E. Staffs site visits, community forums, and grant award panels.

Primary Duties & Responsibilities

A. **GRANTS ADMINISTRATION (30%)**

1. Manage the Community Foundation's entire grantmaking process, continually refining and improving it.

2. With Grants, Scholarships, & Program Administrator, assure that Foundation incoming grant proposals are managed, curated for our Fund Advisors, and prepped for Grant Panel members.

3. Complete due diligence (field research and IRS 990 analysis) on the nonprofit proposals to make well-informed, transparent funding decisions that align with both donor intent and community needs.

4. Coordinate in-depth nonprofit research requests from Fund Advisors with staff.

5. Grant panels: Support CIO in implementing annual grantmaking requirements of CCCF-Entrusted/Oversight Funds; organize and staff grant allocation panel meetings and any grant gatherings.

6. Attend Grants & Scholarship Policy Committee meetings with the CIO and Scholarship Administrator.

B. NONPROFIT SECTOR CAPACITY-BUILDING PROGRAM DESIGN & DELIVERY (20%)

1. Nonprofit Suite of Services: Work in partnership with the CIO and CEO to implement Staff & Board Workshops, Peer Groups & Roundtables, Behind the Scenes Tours, Nonprofit Insights Forums

2. With Chief Impact Officer, plan annual nonprofit programs & services docket:

- Select topics, determine order & dates; recruit trainers/panelists/thought leaders
- Review PowerPoint slides and handouts assuring high-quality best practice content and adult learning program design, adhering to CCCF style guide
- Organize all logistical details; summarize in Run-of-Show for each event
- Coordinate promotional design and distribution with Marketing staff
- Orchestrate programs; and implement all logistics, including evaluation and improvement.

3. Program Development, Testing & Refinement: Assist CIO with research, convening, partnership-building, outreach, program design, and piloting initial implementation of programs to strengthen nonprofit impact and partnerships.

4. Nonprofit Capacity Building: Information & Referral (I&R): Oversee Nonprofit Capacity Building I&R resources are vetted, curated, and updated on the CCCF website.

C. NONPROFIT & COMMUNITY OUTREACH (20%)

1. Nonprofit Site visits: Coordinate nonprofit site visits with CIO, so each conducts nonprofit site visits after reviewing GuideStar/Candid reports and analyzing IRS 990s. Summarize findings per CCCF protocol in centralized IT database to promote ongoing organizational intelligence on nonprofits and community issues/needs.

2. Community issues: Attend selected regional and local community-issue meetings, gatherings, grantmaking forums, grant award ceremonies, and nonprofit gatherings (large and small) to represent the Community Foundation, both by networking and making presentations.

3. Support CCCF staff with in-depth nonprofit research requests as they arise.

D. CCCF TRAINING SUPPORT (20%)

Design and facilitate CCCF training programs to help nonprofits, community members, fund advisors, and board members take advantage of our suite of services. Topics could include:

1. Navigating our Grants Management System (information sessions)
2. Chester County Community Foundation 101
3. Understanding Donor Advised Funds
4. Stewardship and Engagement

E. FUND PORTFOLIO STEWARDSHIP RESPONSIBILITIES: NONPROFIT ENDOWMENTS (10%)

LIAISON WITH FUND ADVISORS: NONPROFIT FUNDS

1. Partner with the Marketing team to accurately update the nonprofit endowment web page and endowment/planned giving brochure as needed.

2. Ensure that endowment & planned giving ads and articles are provided to the nonprofit for their newsletters/websites, at least annually.

3. Offer and schedule CCCF staff and professional advisor speakers for the nonprofit Board and Development Committees, on planned giving/growing your endowment

4. For those interested in creating new nonprofit endowed legacy funds, attend meetings with CCCF Philanthropy Planning Officer (PPO) to assist in establishing new nonprofit endowment relationships.

Other Duties as Assigned….

- Classification: Full-time with health & dental benefits, 401k match
- Workplace: Field (40%) – Office (40%) - Remote (20%) after 6 months employment):
- Maintains regular, visible presence in the office to be accessible to internal and external constituents.
- Some evening and weekend outreach work, prescheduled.

SIGNATURE OF RECEIPT OF JOB DESCRIPTION

I acknowledge receipt of a copy of this job description. Further, I understand that receipt of this job description does not constitute an employment contract.

Signed:_____ Date:_____

Required Skills and Competencies: Qualifications

- A passion for the power of philanthropy, community impact, and the advancement of Chester County's nonprofit sector.
- Proven ability to design and implement trainings, workshops, and consulting engagements, including developing scopes of work and measurable outcomes.
- Three to five years of demonstrated success and professional experience in the nonprofit sector successfully managing relationships with nonprofit executives, board members, community leaders, fundholders, donors, and other key stakeholders.
- Strong presentation, training, facilitation, and public speaking skills, with the ability to engage diverse audiences, lead group discussions, facilitate learning experiences, and confidently deliver both in-person and virtual presentations.

- Ability to function with the highest level of confidentiality, professionalism, ethics, judgment, and discretion while building trust and credibility with internal and external constituents.
- Demonstrated ability to ask thoughtful, strategic questions that advance sensitive conversations, uncover organizational needs, and foster meaningful engagement and collaboration.
- Polished communicator with exceptional written, verbal, interpersonal, and presentation skills; able to clearly and effectively convey complex qualitative and quantitative information to varied audiences in an engaging and accessible manner.
- Strong relationship-building and customer-service orientation, with a proven ability to cultivate partnerships, navigate diverse perspectives, and build consensus among stakeholders.
- A proactive, solutions-oriented mindset with exceptional initiative, adaptability, follow-through, and attention to detail.
- Outstanding project management and implementation skills, with the ability to prioritize multiple projects, meet deadlines, and work effectively both independently and as part of cross-functional teams.
- Adept technology skills, including proficiency with Microsoft Office applications, data analysis, spreadsheet development, database reporting, and Customer Relationship Management (CRM) systems.
- Strong analytical and data-management skills, including the ability to interpret program outcomes, assess organizational needs, and use data to inform decision-making and continuous improvement.
- Commitment to equity, inclusion, continuous learning, and helping nonprofit organizations achieve greater effectiveness and impact.

TO APPLY:

The Chester County Community Foundation is an equal opportunity employer. The salary range for this position is $85,000-$95,000 and includes an exceptional benefits package, with comprehensive medical and dental coverage, 401(k) match, and a generous holiday and paid leave policy.

Please e-mail cover letter, resume, salary requirements, availability to commence employment, and names of three (3) references to hiring@chescocf.org. Applications will be considered as they are received, and the position may be filled at any time.