Cumberland Community Foundation  
Grants & Impact Manager - Job Description

Cumberland Community Foundation ("CCF") is seeking an experienced and collaborative Grants & Impact Manager. This position will lead CCF’s community grantmaking to maximize outcomes and improve the quality of life in Cumberland County, NC.

Goals for this position include 1) development and implementation of high impact discretionary grant programs, 2) increasing community collaborations through convening stakeholders, 3) and growing awareness of CCF’s impact through effective communications.

Specific responsibilities include:

**Grant program administration** –
In accordance with CCF policies and values, and in compliance with National Standards for US Community Foundations and all applicable laws:

- Implement the discretionary grantmaking programs (approximately $1,000,000 annually), including full grant cycle management. This will include working with leadership to identify community priorities, development of guidelines and applications, communications to prospective grantees, program research, proposal analysis/ evaluation, award approval/ denial notifications, grant documentation, payment management, grant tracking, post grant evaluation, reporting impact to leadership, and maintenance of grant records.
- Lead and support volunteer grant advisory committees through the evaluation of applications and selection of high impact proposals through a positive and efficient volunteer experience.
- Co-lead the annual Giving Tuesday campaign with emphasis on grantee training and communications.
- Ensure accurate and timely filing, documentation, and archiving of community grant programs and related activities.
- Develop and produce content for communications about grants, programs, and impact including quarterly e-newsletter, donor communications, social media posts, and annual report.
- Contribute grant program stories to CCF newsletters, social media, and annual report (grant spotlights, impact updates, grant cycle information) and maintain sections of the website related to grants and impact.
- Lead or assist with foundation events and presentations.
- Connect donors to impact through site visits, targeted information meetings in interest areas, other donor services, as directed.

**External community relations** -
- Research community needs and network with community leadership to identify high impact funding opportunities in coordination with foundation goals and priorities.
- Represent the organization in the community and provide leadership in priority impact areas.
- Identify training needs of local nonprofit organizations and develop / coordinate related opportunities.
• Represent CCF at community meetings, as assigned. (Examples: NCCARE 360 convenings, Murchison Road corridor improvement, regional clean air program, grantee long range planning teams, outreach to veterans project, military child forum, homeless coalition, senior service providers convening. Occasionally, these meetings may occur in the evenings.)
• Develop and maintain a database of nonprofit organizations and local agencies that can impact quality of life in Cumberland County, NC.
• Keep foundation leadership informed about community initiatives, community needs, and opportunities for impact.
• Working with the President/CEO, convene stakeholders to address community needs according to the priorities of the foundation.

Other duties –
• Actively engage in the success of the foundation team.
• Provide other support including meeting set up and break down, database management, processing documents and reports, and assisting other staff as needed to achieve the mission of the foundation.
• Other duties as assigned to achieve the mission, vision, values, and strategic goals.

Requirements, Instructions, Other Information

Desired experience, education, skills, and knowledge:
• Five+ years of experience of increasing responsibility in project management; grantmaking experience preferred.
• Excellent writing, editing and communications skills; experience and creativity writing in a variety of styles and for a variety of audiences.
• Leadership experience and relationship management preferred.
• Proven ability to express thoughts, perceptions, and ideas clearly and concisely, both orally and in writing.
• Proven ability to manage multiple priorities and deliver against deadlines while maintaining the flexibility necessary to adapt, respond to, and meet the needs of the organization.
• Proven ability to research and analyze data, organize and manage multiple projects.
• Demonstrated ability to develop positive, productive professional relationships with diverse stakeholders.
• Excellent computer skills with proficiency in Microsoft Office and other standard software.
• Excellent data management skills.
• Great attention to detail and a willingness to “get in the trenches” to achieve goals.
• Bachelor’s degree or equivalent experience.
• Willingness to work with a team in an office environment required.

Other Requirements:
• Must be able to set up, breakdown meeting tables and chairs, and carry a 20 pound file box up a flight of stairs.
• Must have valid driver’s license and transportation to be used in the course of the job.
• Evening meetings required (estimated at two or three times per month).
• Must reside in Cumberland County, NC.

How to apply:
• E-mail an introductory letter and resume to: Mary@CumberlandCF.Org
or
• Hand deliver to: Personnel, Cumberland Community Foundation, 308 Green Street, Fayetteville, NC (parking and entrance in back)

CCF is an equal opportunity employer.

Applicants should not call.
Position open until filled.
Pre-employment drug testing and background check required.

Hiring Information:
Reports to President/CEO
Full time / exempt
In-office position
Salary range $50,000 to $70,000 depending on experience
401k 5% match
Group medical
10 holidays/ 20 days PTO

About CCF:
Founded in 1980, Cumberland Community Foundation serves Cumberland County, NC and is the largest grantmaker in Cumberland County, NC. By working with dedicated donors and strong nonprofits, we can improve the quality of life in our community. CCF distributed over $7 million in grants and scholarships in 2021 thanks to the generosity of many donors, past and present.

For more details about Cumberland Community Foundation, visit www.CumberlandCF.org.

Giving together to enhance the quality and spirit of community life.