



Position Title: Community Engagement Officer

Team: Community Leadership

Reports to: Vice President of Grants and Community Impact

FLSA: Exempt

Position Summary

The Community Engagement Officer is a member of the Community Leadership Team and is responsible for implementing and managing the Foundation's Community Leadership Initiatives. This includes developing and refining content, working with consultants, coordinating logistics, monitoring multiple budgets, and engaging with a cross section of the community. The Community Engagement Officer works to ensure that the Foundation's Community Leadership Initiatives are effectively carried out and are in alignment with the Foundation's vision, mission, and values.

The Community Engagement Officer also plays a unique role in connecting the community as a convener, bringing people together from all sectors around issues and opportunities. This position represents the Foundation in community meetings and establishes and maintains effective relationships with area nonprofit organizations, business leaders, neighborhood leaders, faith leaders, and donors. This position is housed in the Robert Hett Chapman III Center for Philanthropy (CFP) on the Campus of the Spartanburg County Foundation.

SPECIFIC RESPONSIBILITIES:

Listed below are major duties and responsibilities of this position. It is not designed or intended to cover or contain a comprehensive listing of the activities, duties, or responsibilities of the employee, and other duties may be assigned.

Initiative Implementation and Community Engagement

- Implements, manages, and evaluates the Foundation's Community Leadership Initiatives (i.e., Nonprofit Connect, Nonprofit Capacity Building Boot Camp, Grassroots Leadership Development Institute and Alumni Association, Highland Neighborhood Leadership Institute, Minority Business Connect, Spartanburg Interfaith Alliance, etc.)
- Serves as the liaison to initiatives consultants for Grassroots Leadership Development Institute and Alumni Association, Highland Neighborhood Leadership Institute, Minority Business Connect, and the Institute for Youth Justice. Works with consultants on the daily operations of initiatives and the annual planning of curriculum content, sessions schedules, and class selection.
- Creates an annual schedule of programming for Nonprofit Connect, a monthly lunch and learn series, and coordinates all logistics by securing speakers, creating messaging, and facilitating sessions.
- Leads the planning, implementation, and evaluation of the Nonprofit Capacity Building Boot Camp including coordination with the lead facilitator, securing local presenters, and managing an inventory of resources.
- Works with the Spartanburg Interfaith Alliance co-chairs to develop and message their program of work. Plays a lead role in the planning and execution of the Spartanburg Community Thanksgiving Service and collaborates with the Grantmaking Officer in the Thanksgiving grant process.

- Works with the Vice President of Grants and Community Impact to create logic models and measure impact of Community Leadership Initiatives.
- Participates in the recommendation of evolving or sun-setting initiatives.
- Explores opportunities to increase social capital in the greater Spartanburg Community.
- Leads in the development and implementation of briefings, educational forums, and community convenings to build awareness, inform decision-making, and promote collaborative action.
- Actively builds a thorough knowledge of community data trends, research, and stakeholders.
- Builds relationships and trust with public, private, nonprofit, and neighborhood leaders in Spartanburg County to grow knowledge and be a resource.
- Represents the Foundation in meetings throughout the community.
- Seeks opportunities to leverage local, regional, and national funding to address Spartanburg County's most critical needs.
- Plays a leadership role in bringing information and ideas into the organization.

Grantmaking and Nonprofit Engagement

- Actively participates as a member of the Community Leadership Team in setting grantmaking priorities and ensures that the Foundation's grantmaking framework is aligned with the mission and vision of the Foundation.
- Provides clarification of Foundation priorities and grantmaking framework as needed.
- Reviews grant applications and participates in conducting due diligence, including site visits, as part of the Community Leadership Team.
- Prepares and presents written and oral analyses of grant applications to the Grants Review Committee, Community Leadership Committee and/or other Foundation constituents as needed.
- Provide technical assistance to nonprofits and the community by connecting them to resources and encouraging collaboration.
- Responds to other needs as they arise.

JOB SPECIFICATIONS

1. Four year college or university degree with major course work in an appropriate discipline.
2. Five years of experience in the nonprofit sector preferred and knowledge of promising practices and policies for community engagement.
3. Working knowledge of the history and cultural background of the local communities in Spartanburg County plus the ability to build trust and collaboration across diverse differences.
4. Must have strong interpersonal skills and the ability to collaborate and work effectively with others of divergent views and individual strengths.
5. Computer literacy with proficiency Microsoft Office and the ability to quickly learn the Foundation's software.
6. The ability to express ideas clearly in both written and oral communication. The use of networking is essential.
7. Demonstrated ability to work autonomously, manage multiple tasks simultaneously, and mobilize and use outside resources. Ability to work effectively with corporate, nonprofit, neighborhood, and faith leaders.

The Spartanburg County Foundation has reviewed this job description to ensure that essential functions and basic duties and responsibilities of this position have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not designed or intended to be construed as a comprehensive listing of the functions, duties and responsibilities or skills and abilities.