About The Columbus Foundation: One of the top 10 largest community foundations in the country, The Columbus Foundation works to strengthen and improve our community through the most effective philanthropy possible. Now in its 80th year, The Columbus Foundation has been a partner and advisor to our donors and nonprofit community in order to improve our region’s collective wellbeing.

Position: Director, Capacity Building and Community Knowledge

Department description: Community Research and Grants Management (CRGM) plays a unique role in convening community discussions around areas of need, and participating in community initiatives and partnerships to address these needs. Furthermore, the department works diligently to deploy charitable capital to central Ohio, in addition to engaging with and educating donors on the most pressing needs where their philanthropy will be well invested for positive social returns.

Position description: The Director, Capacity Building and Community Knowledge is responsible for helping the Foundation to achieve its goal of strengthening and improving the community by leading efforts of capacity building, training, and continued education for leaders across the Foundation’s grant portfolio, and for the central Ohio nonprofit sector. Additionally, the Director will join colleagues in CRGM through grantmaking by researching, reviewing, and recommending strategic investments, maintaining awareness and understanding of trends and current events in our community, and providing support to the nonprofit community.

This role will work closely with the Vice President of Community Research and Grants Management, the team of CRGM Directors, colleagues across departments, nonprofit leaders, external consultants, and members of the community.

Key Responsibilities

I. CAPACITY BUILDING and GRANTS

   A. Assist in developing and implementing the most effective social investments to strengthen and improve the community.

   B. Identify and initiate efforts to address unmet community needs.

   C. Review and research proposals, confer with others in the field,
prepare written memoranda and recommendations to the Governing Committee.

D. Develop and deliver year-round curriculum of relevant capacity building programming (e.g., Nonprofit Forums, cohort-based learning, manage consultant engagements, direct grantee relationships, etc.)

E. Lead sector building grantmaking, supporting organizations and the nonprofit sector with direct grantmaking investments that strengthen organizational infrastructure, build capacity, and improve organizational and community outcomes.

II. COMMUNITY

A. Develop and lead community conversations to address issues and needs important to strengthening and improving central Ohio—with an emphasis on capacity building, technical assistance.

B. Identify, lead in, and collaborate on priority interest areas.

C. Develop and lead programs and strategies to increase the effectiveness of nonprofits serving our community.

D. Respond to inquiries about the grants program in assigned areas of responsibility.

E. Represent the Foundation at meetings, on committees, in the community, and at events.

III. DONOR SERVICES AND DEVELOPMENT / SUPPORTING FOUNDATIONS

A. Assist in the development and the implementation of strategies that cultivate effective social investments to support a community need while honoring donor intent.

B. Provide research to donor services and development and supporting foundations as requested.

C. Assist donors, supporting foundations, and other grantmakers by developing and sharing community knowledge on current needs and activities in the nonprofit sector, and explanation and examples on the importance of capacity building for organizations, the sector, and nonprofit leaders.

**Skills:** The desired candidate must demonstrate a proven track record of project implementation and management—have comfort in both highly collaborative environments as well as in self-starting, self-driven tasks. Candidate must have experience with managing co-occurring priorities, and ensuring timely delivery of a high-quality work product, including through written and/or oral presentation. Experience in event production and logistics, or teaching courses are a plus. Candidates who have a working knowledge of the greater Columbus area, community foundations, consulting and advising nonprofits, and/or who have relevant formal training and comparable experience, are desired. Superior
interpersonal skills, strong public speaking, research and writing capabilities are needed to be successful in this role.

Qualifications:
- Working knowledge of the nonprofit sector required.
- Experience with methodologies and tactics aligned with building the capacity, efficiency, and strength of nonprofits.
- Familiarity with project management, or development of curricula and training programming preferred.
- Master’s or advanced degree required.
- Ten+ years of experience working in nonprofit, government, educational, consultancy firm, funding, or community-oriented organizations desired.
- Compatible with a hybrid office/working environment.

Anticipated Salary Range:
$100,000 to $120,000

The Columbus Foundation offers a number of incredible benefits to employees, including: medical, dental, and vision coverage, paid time off, 401(k) employer contribution, tuition reimbursement, student loan repayment, parental leave, and a matching gift policy.

Apply on LinkedIn at https://www.linkedin.com/jobs/view/3669511302

The mission of The Columbus Foundation is to assist donors and others in strengthening and improving our community for the benefit of all its residents.

The Columbus Foundation is an equal opportunity employer.