

CFLEADS POSITION DESCRIPTION

Title:	Director of Partnerships and Innovation
Reports to:	SVP of Strategy, Impact and Operations
Location:	Remote/Flexible within the U.S.
Salary:	\$125,000 - \$139,000 Full-time with competitive benefits including health, dental and vision insurance, 401k and PTO.

About CFLeads

CFLeads is a national network of community foundations working together to build strong communities. As the only national organization exclusively for community foundations, we work with hundreds of community foundations each year that are committed to increasing their local impact through community leadership.

CFLeads vision:

We envision a world in which community foundations are vital partners in building communities where all residents are prosperous, healthy and secure.

CFLeads mission:

Our mission is to help community foundations build strong communities by advancing effective practices, sharing knowledge and galvanizing action on critical issues of our time.

Position Description

We are seeking an inspired and visionary Director of Partnerships and Innovation to join our dynamic team. This role is pivotal in advancing our mission by forging strategic partnerships, driving innovation, and amplifying our impact across the nation. The ideal candidate will bring a unique blend of strategic thinking, creativity, and a deep commitment to social change.

The Director of Partnerships and Innovation will drive the development and implementation of innovative programs and initiatives that address critical community needs and align with our strategic vision. They will provide thought leadership internally

and externally about shaping our programs to meet the emerging needs of community foundations, and elevating CFLeads' impact, prominence and relevance in the community foundation eco-system.

Key Responsibilities

The Director of Partnerships and Innovation will take on the following responsibilities:

Partnerships

- Explore and pursue partnerships across the ecosystem to forge a new frontier of impact, field leadership and ultimately greater outcomes for the work of community foundations.
- Lead the development of new partnerships/initiatives and programs, from concept to implementation, including conducting research on best practices, gathering stakeholder input, and creating detailed project plans.
- Co-facilitate programming with content partners e.g. Gun Violence Prevention Network.
- Coaches and connects community foundations and networks of community foundations to information about best practices and programs, effective strategies, content experts, and peers who are doing similar work.

Innovation

- With the SVP and Initiative Leads, develop and refine program strategies aligned with CFLeads' mission and goals; ensuring that programs are designed to maximize impact and meet the evolving needs of community foundations.
- Identify emerging innovations, best practices, effective strategies, helpful tools, and content experts to share with community foundations to build their capacity and advance their work. Promotes and maintains strong customer service.
- Be on the leading of edge of philanthropy trends and developments in the community foundation field so CFLeads can respond and lead in relevant ways.
- Lead the onboarding and launch of new programs/initiatives e.g. Welcoming America and SDGs.
- Work with the Development and Marketing Director to identify and pursue funding opportunities to support new programs.

Field Outreach

Additionally, the person in this position will:

- Manage key relationships and build a process to track and nurture key stakeholders, investors, and clients.
- Work closely with communications staff and institutional partners to promote community leadership framework and practices.
- Design, lead or participate in sessions at national conferences, regional meetings and local community foundation settings, as appropriate.
- Identifies emerging innovations, best practices, effective strategies, helpful tools, and content experts to share with community foundations to build their capacity and advance their work. Promotes and maintains strong customer service.
- Curates and leads field-wide dissemination of information, ideas and inspiration on the practice of community leadership.

Preferred Experience and Skills

- Unwavering commitment to quality programs and excellence in organizational and project management with the ability to achieve strategic objectives and manage a budget.
- Persuasive, credible, and polished communicator both orally and in writing.
- Integrity, positive attitude, mission-driven, and self-directed with demonstrated passion for CFLeads' mission.
- Solid judgment and demonstrated leadership skills.
- A team player, who can interrelate and operate effectively with peers and other associates.
- An individual who is able to handle a variety of constituencies, manage multiple tasks simultaneously and thrive in a complex, rapidly growing, entrepreneurial environment.
- Deep knowledge of the community foundation field and strong familiarity and relationships with constituents in the philanthropic ecosystem.
- Strong work ethic.

Qualifications

- Minimum of 10 years in a senior leadership role within the non-profit sector, with a proven track record in partnership development and innovation.
- Degree in Non-Profit Management, Business Administration, Public Policy, or a related field.
- Deep familiarity with the community foundation field.

- Exceptional strategic thinking, project management, and communication skills.
- Established relationships with key stakeholders in the non-profit, philanthropic, and community foundation sectors.
- Deep commitment to social change and a passion for addressing complex community issues.

Travel requirement: Ability to travel for work often, usually 1-2 times per month with average length of stay of two nights per trip.

Key Competencies

Competency Title	Definition & Key Behaviors
1) Interpersonal Skills / Teamwork	The ability to work well and cooperate with others. This includes: <ul style="list-style-type: none"> ▶ Developing and maintaining positive working relationships and interacting collaboratively with others, including those holding opposing views and goals ▶ Showing understanding, friendliness, tact, empathy, patience, compassion, mutual trust, and the highest level of respect for others ▶ Relating well to people from varied and diverse cultural, racial, ethnic, gender, age, educational, professional, etc. backgrounds
2) Problem Solving / Decision Making	The ability to analyze and synthesize information and draw appropriate conclusions using best practices and other models of continuous improvement. This includes: <ul style="list-style-type: none"> ▶ Clearly defining issues despite incomplete or ambiguous information ▶ Generating useful and effective alternative solutions before making decisions ▶ Making decisions in a timely manner based on sound logic and rationale
3) Work Orientation	The ability to make a meaningful contribution to work and ensure that activities and responsibilities are efficiently completed. This includes: <ul style="list-style-type: none"> ▶ Taking initiative to complete job assignments accurately and completely ▶ Being committed, reliable, trusted, and accountable for completing assignments ▶ Regularly and dependably following agreed upon work schedule
4) Adaptability / Flexibility	The ability and willingness to change one's style or approach in response to differing circumstances or to work in ambiguous situations. This includes: <ul style="list-style-type: none"> ▶ Working effectively under stressful conditions ▶ Handling unexpected situations in a calm and professional manner ▶ Showing resilience under ambiguous, changing, or demanding circumstances ▶ Staying updated on new and innovative industry developments.
5) Planning / Organizing	The ability to set priorities, plan and coordinate work activities, and obtain and manage resources so that work objectives are accomplished on time and

Competency Title	Definition & Key Behaviors
	<p>within budget using best practices and other models of continuous improvement. This includes:</p> <ul style="list-style-type: none"> ▶ Focusing time and energy on areas that have the highest priority ▶ Completing assigned tasks within schedule constraints ▶ Setting priorities consistent with mission, vision, strategy, and goals
6) Communication	<p>The ability to communicate clearly and politely in both oral and written formats with coworkers, community leaders, funders, vendors, and other stakeholders. This includes:</p> <ul style="list-style-type: none"> ▶ Sharing information openly to optimize individual and organizational effectiveness ▶ Targeting the amount, style, and content of information to an audience's needs ▶ Actively listening to and understanding information and answering questions thoughtfully and completely ▶ Composing legible, error-free emails, memoranda, procedures, policies, reports, etc. as required
7) Leadership	<p>The ability to lead and manage others to achieve effective, long-term performance in a manner that encourages the active participation of employees in planning and decision making. This includes:</p> <ul style="list-style-type: none"> ▶ Providing feedback, coaching, and assistance; training others formally and informally ▶ Motivating and optimizing the contribution of team members ▶ Fostering a team climate where members are committed to our mission and vision ▶ Communicating, reinforcing, and removing barriers to goals and expectations ▶ Holding self and others accountable to goals/expectations/metrics ▶ Stepping back to consider the bigger picture and to align tactics and plans with the organization's strategy ▶ Holding information confidential

CFLeads is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. CFLeads is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact Meghan Cummings at mcummings@cfleads.org.