

## **CFLEADS POSITION DESCRIPTION**

<b>Title:</b>	Director of Community Leadership Initiatives
<b>Reports to:</b>	SVP of Strategy, Impact & Operations
<b>Location:</b>	Remote/Flexible within the U.S.
<b>Salary:</b>	\$115,000 - \$128,500 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:** *Community foundations are vital partners in building communities where all residents are prosperous, healthy and secure.*

**CFLeads mission:** *CFLeads helps community foundations build strong communities by advancing effective practices, sharing knowledge, and galvanizing action on critical issues of our time.*

### Position Description

The Director of Community Leadership Initiatives works to advance CFLeads' strategic objectives to: 1) build community leadership capacity for impact, 2) galvanize progress on community issues 3) share knowledge for community change, 4) organize the field for improved community outcomes, 5) and lead with operational excellence.

Specifically, the Director of Community Leadership Initiatives is responsible for leading our flagship program, the Executive Leadership Institute, and other capacity-building programming that help community foundations advance their internal community leadership.

The Director of Community Leadership Initiatives will develop approaches and frameworks for advancing community leadership practice, community foundation learning, connecting lessons from programmatic work to ongoing strategy refinement for deeper impact. They will identify and integrate activities that will enable CFLeads to excel as a learning organization; and promoting a culture of reflection and continuous improvement.

## **Key Responsibilities**

### **Program Conceptualization, Development and Delivery**

- Provide visionary leadership in the design and execution of capacity-building strategies aligned with CFLeads' mission and goals.
- Use CFLeads' signature Executive Leadership Institutes as the foundation for all program design and delivery.
- Work closely with the Senior Vice President, Strategy, Impact and Operations, CEO, other staff, content partners, consultants, and community foundation staff to conceptualize, articulate, design and deliver high-quality, high-impact learning opportunities and field-building activities for community foundations, particularly around advancing community leadership practice and supporting thoughtful organizational development at community foundation partners and program participants.
- Identify content partners who have significant expertise in relevant issues, have achieved success in their work at community foundations, and bring a perspective that is concretely useful to program participants.
- Work closely with marketing and other staff members to develop a robust ongoing recruitment strategy for all ELI programs.

### **Building Field Knowledge/Knowledge Management**

- Conduct thorough needs assessments and research to identify emerging trends and challenges within the community foundation sector.
- Recruit speakers, prepare curriculum and advise on content material.

- Foster a culture of continuous learning and knowledge sharing within the community foundation network.
- Analyze CFLeads programs for relevant field-wide lessons and synthesize knowledge about practices that increase community foundation impact and relevance.
- Work with communications staff and consultants to prepare summaries for field use and convert lessons into stories to be disseminated through a variety of communications vehicles (print, video, social media).
- Design, moderate, and participate in conference sessions, webinars, forums, etc. to share lessons, innovations, best practices, and challenges.

### **Program Review and Improvement**

- Perform rigorous internal assessments of the impact of CFLeads programs and integrate the learning from these assessments and external evaluations into programs to improve outcomes.
- Develop robust evaluation frameworks to measure the effectiveness and impact of capacity-building programs.
- Use data-driven insights to refine and enhance program offerings for maximum results.

### **Preferred Experience and Skills**

- Unwavering commitment to producing 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 with the specific demands and nuances of the CEO and VP roles within community foundations.
- Strong work ethic and proactive drive to move programs forward while dynamically responding to field demands.
- Former participant of CFLeads' Executive Leadership Institute desired, but not required.

### **Qualifications**

- Minimum of five years in a senior leadership role within the non-profit sector,

preferably with a community foundation.

- Exceptional facilitation skills and the ability to evaluate learning needs and adapt facilitation approaches to meet those needs.
- Ability to deliver learning content, facilitate group discussions, and respond to questions while creating an engaging, interesting, fun and interactive learning environments—both in-person and virtually.
- Ability to evaluate curriculum, analyze course materials and learner feedback to evaluate curriculum effectiveness and recommend improvements
- Degree in non-profit management, social science or a related field.
- Deep familiarity with the community foundation field.

**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) <b>Interpersonal Skills / Teamwork</b>	<p>The ability to work well and cooperate with others. This includes:</p> <ul style="list-style-type: none"> <li>▶ Developing and maintaining positive working relationships and interacting collaboratively with others, including those holding opposing views and goals</li> <li>▶ Showing understanding, friendliness, tact, empathy, patience, compassion, mutual trust, and the highest level of respect for others</li> <li>▶ Relating well to people from varied and diverse cultural, racial, ethnic, gender, age, educational, professional, etc. backgrounds</li> </ul>
2) <b>Problem Solving / Decision Making</b>	<p>The ability to analyze and synthesize information and draw appropriate conclusions using best practices and other models of continuous improvement. This includes:</p> <ul style="list-style-type: none"> <li>▶ Clearly defining issues despite incomplete or ambiguous information</li> <li>▶ Generating useful and effective alternative solutions before making decisions</li> <li>▶ Making decisions in a timely manner based on sound logic and rationale</li> </ul>
3) <b>Work Orientation</b>	<p>The ability to make a meaningful contribution to work and ensure that activities and responsibilities are efficiently completed. This includes:</p> <ul style="list-style-type: none"> <li>▶ Taking initiative to complete job assignments accurately and completely</li> <li>▶ Being committed, reliable, trusted, and accountable for completing assignments</li> <li>▶ Regularly and dependably following agreed upon work schedule</li> </ul>
4) <b>Adaptability / Flexibility</b>	<p>The ability and willingness to change one's style or approach in response to differing circumstances or to work in ambiguous situations. This includes:</p> <ul style="list-style-type: none"> <li>▶ Working effectively under stressful conditions</li> <li>▶ Handling unexpected situations in a calm and professional manner</li> <li>▶ Showing resilience under ambiguous, changing, or demanding circumstances</li> <li>▶ Staying updated on new and innovative industry developments.</li> </ul>
5) <b>Planning / Organizing</b>	<p>The ability to set priorities, plan and coordinate work activities, and obtain and manage resources so that work objectives are accomplished on time and within budget using best practices and other models of continuous improvement. This includes:</p> <ul style="list-style-type: none"> <li>▶ Focusing time and energy on areas that have the highest priority</li> <li>▶ Completing assigned tasks within schedule constraints</li> <li>▶ Setting priorities consistent with mission, vision, strategy, and goals</li> </ul>
6) <b>Communication</b>	<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"> <li>▶ Sharing information openly to optimize individual and organizational effectiveness</li> <li>▶ Targeting the amount, style, and content of information to an audience's needs</li> <li>▶ Actively listening to and understanding information and answering questions thoughtfully and completely</li> <li>▶ Composing legible, error-free emails, memoranda, procedures, policies, reports, etc. as required</li> </ul>

Competency Title	Definition & Key Behaviors
<b>7) Leadership</b>	<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"><li>▶ Providing feedback, coaching, and assistance; training others formally and informally</li><li>▶ Motivating and optimizing the contribution of team members</li><li>▶ Fostering a team climate where members are committed to our mission and vision</li><li>▶ Communicating, reinforcing, and removing barriers to goals and expectations</li><li>▶ Holding self and others accountable to goals/expectations/metrics</li><li>▶ Stepping back to consider the bigger picture and to align tactics and plans with the organization's strategy</li><li>▶ Holding information confidential</li></ul>

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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](mailto:mcummings@cfleads.org).