

CFLEADS

POSITION DESCRIPTION

Title:	Director of Civic Health
Reports to:	Vice President of Strategic Partnerships and Innovation
Location:	Remote/Flexible within the U.S., with up to 25% travel nationwide
Salary Range:	\$107,712 – \$128,500 <i>CFLeads does not hire above the posted range</i>

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.

Job Summary:

We are seeking an inspired and visionary Director of Civic Health (“Director”) to join our dynamic team. This role, in collaboration with the Director of Partnerships and Innovation, will develop and direct the program development and delivery, and the grantmaking activities of Community Foundations for Civic Health (CFCH).

Community Foundations for Civic Health is a new, national initiative of CFLeads, the Rhode Island Foundation, and the National Civic League that will work to enable all community foundations to confidently strengthen civic health, achieving local impacts at a national scale. The Initiative will help community foundations leverage community leadership to coordinate local efforts, build their own strategies for civic health improvement, access resources to carry out this important work, and learn from one another.

This position leads and works closely with members of the CFCH Working Group, which is made up of staff from CFLeads, the National Civic League, and the Rhode Island Foundation, as well as the principals of all three organizations.

CFCH has two primary elements – peer learning opportunities and grants – and five secondary elements – technical assistance, curating and customizing resources, local civic health measurement training, Initiative evaluation, and storytelling and amplification – and the Director will oversee design and delivery of these primary and secondary elements, with the support of the CFCH Working Group and the Program Manager. The position receives direction from the CFLeads Vice President of Strategic Partnerships and

Innovation and is grant-supported and term-limited to 5 years with the potential for extension if additional funding is secured.

Core Dimensions

Developing and Leading Community Foundations for Civic Health (CFCH)

- The core of this role is developing and leading CFCH, a new national initiative designed to increase the number of community foundations confidently strengthening civic health and achieving local impacts at a national scale. The Director will serve as the CFLead's primary lead for CFCH, helping community foundations to leverage community leadership, build and execute local civic health improvement plans, access initiative resources, and contribute to a national peer learning network, with the goal of engaging at least 250 community foundations in the first five years.
- Serve as the primary liaison internally for CFCH, ensuring teammates and decision-makers are informed of progress and activity.
- Facilitate team meetings, design agendas, and ensure priorities are accomplished.
- Collaborate with, connect, and convene key field partners on related civic health efforts.

Program Development and Delivery

- Develop and ensure excellent delivery of virtual learning series, conference sessions in partnership with other Philanthropy Infrastructure Organizations, an annual civic health summit, and cohort training opportunities.
- Provide substantive leadership in the development of technical assistance offerings.

Grantmaking Design and Implementation

- Responsible for the refinement and implementation of a grant strategy that will enable community foundations to learn, experiment, and implement elements of their own civic health strategies.
- Lead the development of a CFCH grant committee, oversee grant Requests for Proposals and Letters of Intent, the grant portfolios, and work closely with the grant committee and the grant administration staff.
- With the Program Manager, oversee grant evaluation and learning.

Public Speaking and External Engagement

- Represent CFLeads and CFCH at public events, webinars, and during CFCH in-person and virtual peer learning offerings.
- Represent CFLeads and CFCH at conferences and convenings. At times, this could include weekends and evening events.
- Engage regularly with institutional funders.
- Support national partnerships and strengthen relationships that advance CFCH work.

Program Management

- Serve as primary liaison internally and externally for CFCH.
- Oversee the curation and customization of resources for community foundations.
- Contribute, with the National Civic League, to efforts to support local civic health measurement training for community foundations.
- Advance storytelling and amplification efforts of CFCH, in partnership with the Program Manager, CFLeads Communications staff, and the CFCH Communications Working Group.
- Within the context of the CFCH Plan, identify key partners and significant strengths, challenges, and opportunities.
- Manage CFCH Grants, including identifying, applying for, and stewarding grant opportunities made available through the initiative to advance CFCH goals. Works closely with the CFLeads Development team. Oversee grant writing and reporting efforts, working with CFLeads

staff/consultants; contribute to grant writing and grant reporting, and coordinate the contributions of other members of the CFCH Working Group.

Other Duties

- Contribute to other CFLeads priorities, ensuring that CFCH is well connected to other CFLeads focus areas and is aligned with CFLeads strategic plan.
- Collaborate with the Vice President of Strategic Partnerships and Innovation and other staff on special projects as required.
- Collaborate with colleagues as needed to ensure seamless service for program participants and grantees.
- Field general inquiries and perform other duties as assigned in support of CFCH and CFLeads.

Qualifications

- Bachelor's degree required. Advanced degree preferred. Experience may be substituted for an advanced degree.

Skillset, Mindset, Experience, and Key Core Competencies

Experience

- Minimum of 10 years' experience in the nonprofit sector, preferably with relevant grantmaking experience, relevant content experience in the area of civic health, and/or relevant program design and delivery experience.
- Draws on a multidisciplinary background beyond philanthropy; requires substantive knowledge of civic health, democracy, pluralism, bridge-building, racial healing, peacebuilding, belonging, common ground work, etc.
- Experience with on-the-ground community-based efforts (Ex. launching initiatives, collaborating with other local institutions, measuring impacts, etc.), either led by community foundations or with other place-based civic actors.
- Familiarity with civic health frameworks, measurement approaches, and national initiatives — or demonstrated ability to quickly develop this expertise — is strongly preferred.
- Knowledge of the nonprofit space, and ideally experience working with institutional funders.
- Experience participating in or leading national peer learning networks, cohorts, or initiatives for adult audiences is a plus.

Mindset

- Holds a deep commitment to a politically engaged, multi-racial, multi-faith democracy, with hands-on professional experience advancing this vision.
- Shows genuine respect for and sensitivity toward the diverse lived experiences and unique strengths that social change leaders and organizations from all backgrounds contribute.
- Builds trusting, authentic relationships across a wide range of people through deep listening, candid communication, and openness to being challenged.
- Brings an adaptable, expansive mindset capable of working across multiple theories of change, disciplines, and fields — identifying connections between ideas and recognizing transformative possibilities among leaders, organizations, and movements.
- Proven ability to navigate uncertainty and ambiguity — strategically and tactically — while helping others stay grounded and purpose-driven amid complexity.

Skillset

- Able to build and steward relationships across national, regional, and local contexts.
- Exceptionally strong verbal and written communication skills and superb attention to detail.
- Organized and adept at managing multiple priorities at one time, with excellent time management skills.

- Ability to travel nationally, up to twice per month on average, and as often as three or four times per month during peak periods.
- Excellent facilitation skills.
- Strong professional judgment and decision-making skills.
- Conscious of quality, relationships, and results.
- Flexible and adaptable, able to accommodate change.
- Values diversity and input.
- Humble and eager learner.
- Team player who embraces a collaborative work culture and provides high-quality customer service both inside and outside of CFLeads and the initiative.

Key Core Competencies

Competency Title	Definition & Key Behaviors
1) Interpersonal Skills / Teamwork	<p>The ability to work well and cooperate with others. This includes:</p> <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	<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"> ▶ 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	<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"> ▶ 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	<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"> ▶ 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	<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</p>

Competency Title	Definition & Key Behaviors
	<p>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

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 Leah Hucks at lhucks@cfleads.org.

*Please submit a resume and cover letter describing your prior experience to Sarah Aguirre Origer, Vice President of Strategic Partnerships and Innovation at careers@cfleads.org. Please title your email **Civic Health, Director Search - [Your Last Name]**. Submissions will be accepted until **Monday, April 27, 2026**.*