



**COMMUNITY
FOUNDATION
BOULDER COUNTY**

Job Title: Vice President of Programs

Position Summary

Reporting to the Chief Executive Officer (CEO), the Vice President of Programs (VP) serves as a key leadership team member and an active participant in strategic decision-making affecting Community Foundation Boulder County (CFBC).

In partnership with the CEO, this position is responsible for strategy and operations for all grantmaking and programs, including managing a programmatic team. The successful candidate will help deepen relationships to build upon CFBC's visibility and community influence. The VP of Programs will also design and implement a comprehensive plan for developing key external alliances by cultivating meaningful relationships with community leaders.

The VP of Programs manages staff, consultants, and board committees and works collaboratively with other departments. The VP also works closely with other team leads including the VP of Engagement, the Chief Development Officer, and the Chief Financial & Operations Officer. This is a full-time, exempt position (100% full-time equivalent (FTE)).

Position Evolution:

Over the past two years, Community Foundation Boulder County has stepped up to lead the philanthropic aspects of multiple disaster-recovery efforts, not only collecting millions of dollars in donations but also convening community leaders and deploying resources quickly. Coupled with CFBC's ongoing efforts to respond to COVID and its impact on Boulder County, CFBC has increased its role as an integral connector between private funding, public actors, and the nonprofit sector.

Concurrently, CFBC undertook an extensive endeavor in 2021 to review its grantmaking practices, gather feedback from grantees, and chart a course for greater equity for its flagship grantmaking process, Community Trust. In 2022, the VP of Programs will have the opportunity to begin planning for the implementation of even more trust-based practices while engaging with organizations, the Programs Committee, and staff.

About Community Foundation Boulder County

Community Foundation Boulder County is a community catalyst, responding to immediate needs and anticipating future challenges. Through informed-decision-making, we inspire ideas and action and mobilize diverse resources to improve the quality of life for everyone in Boulder County. As a collaborator and convener, we promote inclusivity and provide leadership on key issues, working with community-minded individuals and organizations that want to make a difference.

Established in 1991, Community Foundation Boulder County currently has assets totaling more than \$90 million. In 2021, the foundation received over \$20 million in contributions and distributed over \$12 million in grants to nonprofit organizations. CFBC has granted more than \$100 million to nonprofit organizations since its inception and recently raised over \$40 million to support fire recovery efforts in Boulder County.

Responsibilities and Essential Duties

Program Leadership (70%):

- Provide thoughtful, creative, enthusiastic, and strategic leadership both within CFBC and Boulder County on community needs and issues
- Develop high-end innovative convenings, including expanding online and in-person opportunities that address the needs of Boulder County
- Remain current on policy issues and help strategically position CFBC ahead of major data trends impacting the community and the nonprofit sector
- Provide vision and direction to build and manage a grantmaking strategy, including discretionary and donor requests, grant processing, monitoring, and community interactions
- Serve as a liaison with external partners and work to strengthen the foundation's role as a thought leader within the community
- Embed equity throughout all aspects of program design and delivery
- Monitor all grantee information; provide and present statistical analysis to board and senior leaders
- Align program efforts with organizational strategy

Management (30%):

- Support and partner with the CEO and board members on all major programmatic initiatives
- Attract, develop, coach, and retain high-performance team members, empowering them to elevate their level of responsibility and performance
- Achieve applicable strategic objectives toward equity by implementing individual, departmental, and organizational action plans
- Create and manage Programs budget
- Work with the CEO, CFO/COO, grants manager, and other program staff to coordinate the timing and amount of grant payouts and the availability of funds
- Provide leadership for the board's Programs committee
- Work with the Philanthropic Services Team to support fundraising activities for existing programs and the foundation
- Serve on the foundation's senior leadership team and as an example of its organizational culture

Skills and Competencies

- 10-plus years of professional experience in a nonprofit organization
- Excellent oral and written communication skills
- Ability to engage and influence a wide range of stakeholders and build long-term relationships
- Enthusiasm for building a programmatic portfolio that supports building a more equitable Boulder County
- Proven management experience, including mentoring a small group towards increased efficiency
- Knowledge of and fluency in the world of donor advised funds (*preferred*)
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical programmatic initiatives
- Ability to work both independently without close oversight and as a team player who will productively engage with others at varying levels of seniority within and outside CFBC
- Tech-savvy and efficiency-curious
- Familiarity with the Boulder County nonprofit and government landscape
- Ability to facilitate meetings towards successful objectives and outcomes
- Bachelor's degree preferred, or commensurate experience
- Proficiency in Microsoft Office and 365 Dynamics preferred
- High energy and passion for CFBC's mission is essential, including a commitment to seeking ways to cultivate a more equitable Boulder County
- Ability to construct, articulate, and implement annual strategic plan
- Strong organizational and time management skills with exceptional attention to detail

- A professional, calm, and resourceful style; the ability to manage multiple tasks and projects at a time with humor
- Conversational or fluent Spanish preferred, as well as ability to engage cross-culturally in a competent and respectful manner

Compensation

This is a full-time position (100% FTE) or 40 hours per week. The salary range for this position is \$100,000 - \$115,000. CFBC offers a competitive benefits package including health and dental insurance, paid time off, retirement contribution and match, parking pass, and Limited Health Reimbursement Account (employer funding of \$2,000 per year).

Application Process

Interested applicants should send a cover letter and resume in a single file PDF to Hannah@commfound.org with the subject line "VP Prog." No calls please. The deadline for applications is Wednesday, August 31, 2022 at 5 pm.

Non-Discrimination Policy

Community Foundation Boulder County is dedicated to the principles of equal employment opportunity (EEO) in any term, condition, or privilege of employment. We do not discriminate against applicants or employees based on age, race, sex, color, religion, sexual orientation, national origin, genetic information, disability, or any other status protected by state or local law.

Community Foundation Boulder County practices and champions inclusiveness in our community. We honor the diverse strengths, needs, voices, and backgrounds of all members of our community. Candidates from traditionally marginalized communities are especially encouraged to apply.