

FOUNDATION FOR THE CAROLINAS

Title: AVP, Community Programs & Civic Leadership

Division/Department: Community Programs

Reporting To: Vice President, Board Management

FLSA Classification: ☒ Exempt ☐ Non-Exempt

Employment Type: ☒ Full Time ☐ Part Time ☐ Intern ☐ Contract

ABOUT US

Foundation For The Carolinas serves as a catalyst for philanthropic activity in our 13-county region and is a driver for major civic efforts. We offer innovative solutions that help individuals, nonprofits and companies bring their charitable visions to life.

Established in 1958, we are a civic leader and philanthropic partner. With \$4 billion in **charitable assets** across thousands of charitable funds established by families, nonprofits and businesses, we are one of the largest community foundations in the U.S. FFTC supports personal and corporate philanthropy through a range of innovative fund and **giving options**. We also drive **nonprofit sustainability** through endowment management, customized solutions and grantmaking.

Our flagship program, the **Robinson Center for Civic Leadership**, addresses the community's most pressing challenges and greatest opportunities, from economic opportunity to neighborhood revitalization to education and more.

FFTC is headquartered in the **Luski-Gorelick Center for Philanthropy**. With art throughout and multiple conference rooms available at no charge to area nonprofits (during business hours), our home serves as a civic hub for our community.

At Foundation For The Carolinas, we are committed to fostering a diverse, equitable, and inclusive workplace where every individual is valued, respected, and empowered. We believe that diverse perspectives, backgrounds, and experiences lead to innovation and success. Valuing our differences is more than a philosophy; it is the core of what we do. We actively encourage and seek candidates from all races, ethnicities, genders, sexual orientation, abilities, and backgrounds to apply for our open positions. We are dedicated to providing equal employment opportunities and creating an environment where everyone can thrive and contribute their unique talents to our team. Join us in our mission to build a more inclusive and equitable future for all.

POSITION SUMMARY

The AVP, Community Programs & Civic Leadership will oversee services provided to FFTC's regional affiliate grantmaking boards, the Robinson Center for Civic Leadership, and other selected programs. This position will support advisory boards and civic initiatives, facilitate meetings, coordinate grantmaking programs, and perform administrative tasks, including database management, data entry, queries, and report preparation.

DUTIES & RESPONSIBILITIES

Board Management & Relationship Support:

- Provide administrative support for assigned advisory boards and committees served by the Community Programs & Civic Leadership teams, including:
 - Collaborating with a cross-functional team to plan and execute board and grantmaking activities.
 - Leading discussions and delivering presentations at meetings.
 - Creating PowerPoint presentations for board and committee meetings.
 - Planning meetings, grant cycle deadlines, and site visits.
 - Assisting in organizing and implementing civic leadership events.
 - Preparing confidential reports, correspondence, memos, and presentations.

Grants & Program Management:

- Coordinate and support grantmaking cycle(s), including:
 - Consulting with grant applicants regarding grant guidelines and other inquiries.
 - Preparing and distributing grant application materials.
 - Managing grant program communications.
 - Reviewing, evaluating, summarizing, and preparing grant applications for boards and committees.
 - Providing expertise for the analysis, evaluation, and presentation of grant performance and impact.
 - Distributing evaluation reports and actively managing the evaluation process after grant awards.
 - Administering grant requests where applicable.
 - Maintaining a knowledge base of current trends, community resources, and programs aligned with the board's priority investment areas.
 - Communicating and corresponding with boards, committees, and grantees.
 - Processing competitive grants in the Foundation's database.

Additional Responsibilities:

- Collaborate with other grants staff and relationship managers as needed.
- Lead assigned projects.

JOB QUALIFICATIONS

- College degree required
- Minimum 5 years of client service or administrative experience
- Ability to manage multiple projects to completion
- Excellent communication skills, both oral and written
- Excellent working knowledge of Microsoft Office, with a particular strength in using MS Word, MS Excel, and MS PowerPoint
- Strong ability to learn new computer applications and assist others with troubleshooting
- Ability to work effectively with donors, volunteer committees, community representatives, and staff, as well as the ability to work independently
- CRM Database management experience (CommunityForce, Granted GE, and Raisers Edge experience preferred or would consider other comparable system experience)
- Client- and team-centric attitude; customer service experience
- Strong organizational skills and work ethic
- Initiator who is detail-oriented and a self-starter

POSITION SPECIFIC COMPETENCIES

Select from the following position-specific competencies. Please limit the total number of competencies to 10 or less.

All Employees: ☒ Communication & Interpersonal Skills

Executive Team: ☐ Leadership ☐ Strategic Thinking ☐ Fiscal Stewardship

All Supervisors: ☐ Delegating Responsibility & Empowering Employees ☐ Managing Employee Performance ☐ Ensures Consistent Policies & Practices

General:

- | | | |
|--|--|--|
| <input type="checkbox"/> Affiliate Management | <input type="checkbox"/> Budgeting & Cost Awareness | <input type="checkbox"/> Building Organizational Commitment |
| <input type="checkbox"/> Building Team Environment | <input type="checkbox"/> Client Records | <input type="checkbox"/> Concern for Employee Satisfaction |
| <input checked="" type="checkbox"/> Customer Skills | <input checked="" type="checkbox"/> Dependability | <input type="checkbox"/> Ensures Proper Training in New Technologies |
| <input type="checkbox"/> Entrepreneurial Orientation | <input type="checkbox"/> Equipment Skills | <input type="checkbox"/> Fund Management |
| <input type="checkbox"/> Implementing New Technologies | <input type="checkbox"/> Initiative | <input type="checkbox"/> Innovative Thinking |
| <input type="checkbox"/> Job Skills | <input checked="" type="checkbox"/> Managing Meetings | <input checked="" type="checkbox"/> Managing Multiple Priorities |
| <input checked="" type="checkbox"/> Meeting Targets | <input checked="" type="checkbox"/> Presentation Skills | <input checked="" type="checkbox"/> Product Knowledge |
| <input type="checkbox"/> Productivity | <input checked="" type="checkbox"/> Project Management | <input checked="" type="checkbox"/> Quality of Work |
| <input checked="" type="checkbox"/> Relationship Building/Networking | <input type="checkbox"/> Results Oriented | <input type="checkbox"/> Technical Skills |
| <input checked="" type="checkbox"/> Time Management | <input checked="" type="checkbox"/> Training & Development | <input type="checkbox"/> Writing Skills |