

Manager, Center for Nonprofit Excellence

Mission

Fairfield County's Community Foundation (FCCF) promotes philanthropy to build and sustain a vital and prosperous community where all have the opportunity to thrive.

Background

FCCF is the third largest community foundation in Connecticut with assets of approximately \$224 million. FCCF manages 600 charitable funds and raises \$20 million annually from diverse donors to support a variety of charitable interests. Contributions can be made for the general benefit of the community or designated to a specific purpose, cause or nonprofit organization.

Reports to: Vice President of Community Impact (Mendi Blue-Paca)

Position overview: The Center for Nonprofit Excellence (CNE) Manager is responsible for creating and executing the programs of the Community Foundation's Center for Nonprofit Excellence and for developing annual goals and plans aligned with the CNE strategic plan. The CNE is a regional nonprofit capacity building initiative, and one of the Community Foundation's 5 strategic priorities.

CNE Program Management

- Build working knowledge and professional relationships and identify critical local and regional issues and trends in nonprofit capacity building.
- Proactively design and implement efforts that will advance the goals of the Center for Nonprofit Excellence.
- Conduct research and analysis to inform the CNE programming and collaborate with marketing to publish reports related to nonprofit capacity building.
- Develop metrics to evaluate the impact of the Center for Nonprofit Excellence.
- Plan and execute CNE workshop calendar. Serve as the primary liaison with CNE partners, such as the CT Community Nonprofit Alliance, National Executive Service Corps, Sacred Heart University, Pro Bono Partnership, and United Way of Western Connecticut.
- Partner with program officers to identify and serve Foundation grantees' capacity-building and training needs, including training in diversity, equity and inclusion topics
- Collaborate with Manager of Advocacy and Community Engagement on legislative forums and FCCF's Advocacy Day
- Collaborate with program officers and Manager of Advocacy and Community Engagement on capacity-building grant making
- Lead RBA trainings for nonprofits

Fairfield County Giving Day

- Manage relationship with platform provider and development of platform for Giving Day.
- Develop and execute nonprofit training series to help Giving Day participants successfully participate in Giving Day.
- Oversee nonprofit registration process for Giving Day.
- Plan and execute Giving Day event.

Board Relations / Governance

- Staff the Center for Nonprofit Excellence Advisory Committee.
- Serve as key staff liaison to Chair of CNE Advisory Committee
- Create timely and consistent communications to keep the CNE Advisory Council engaged and committed to the work.
- Lead the CNE Advisory Council in refresh of the CNE Strategic Plan

Fundraising and Donor Relations

- Support Development to cultivate funding partners and raise the funding necessary to implement the CNE strategic plan.
- Support development efforts to build relationships with fundholders passionate about nonprofit capacity building.
- Support Revenue & Business Development in the expansion of RBA consulting services to nonprofits with possible extension to corporate foundations

External Relations

- Represent the Community Foundation at community meetings and foundation professional association meetings on an as needed basis.
- Provide support to marketing on communications materials focused on the Center for Nonprofit Excellence (e.g. annual report, newsletters, donor reports, workshop calendars, web site content).

Other

- Serve on department and/or foundation-wide workgroups and project teams as needed

Qualifications

- Undergraduate degree in a related field required; Master's degree in related field preferred.
- Minimum 5-7 years of increasingly responsible nonprofit program management experience and understanding in RBA Methodology required.
- Experience delivering professional trainings, including trainings in diversity, equity and inclusion, highly preferred.
- Enthusiasm for Community Foundation's mission, respect for the work of our nonprofit partners, and strong interest in Fairfield County regional issues and communities.
- Broad understanding of community needs in Fairfield County, knowledge of nonprofit best practices (especially in foundation's focus areas), and experience with private philanthropy are all preferable.
- Demonstrated strong judgment, diplomacy, integrity, and initiative.
- Outstanding written, verbal, computer and project management skills.
- Strong presentation and facilitation skills.
- Ability to prioritize daily and long-term work assignments and meet deadlines.
- Interest and ability in working with volunteers and volunteer committees.
- Ability to work both independently as well as in a team.
- Ability to travel to community sites throughout Fairfield County, CT and occasionally to New Haven and Hartford, CT.