



TAHOE COMMUNITY FOUNDATION

The Tahoe Community Foundation is looking for an experienced professional to join us in supporting the Tahoe community through leading effective and impactful grantmaking programs. If you love Tahoe and have a passion for supporting our hard working nonprofit organizations, this might be the career opportunity for you. Please see below for details.

DIRECTOR OF COMMUNITY IMPACT

POSITION SUMMARY

The Director of Community Impact is responsible for leading and managing all Tahoe Community Foundation discretionary grantmaking programs, community initiatives and partnerships with the goal of creating a positive impact within the Tahoe community. This role also supports local nonprofits in creating organizational sustainability and provides resources and opportunities for organizational development. In coordination with communications and philanthropic services staff, the Director of Community Impact promotes discretionary grantmaking successes and grantee partnerships.

POSITION DETAILS

Reports to: CEO

Status: Full-time, exempt

Salary: Commensurate with experience

Benefits: Full benefits package including health insurance, 401K match, and generous Paid Time Off (PTO) policy

Office Location: Incline Village, NV (40% remote)

Travel: within the greater Tahoe area

RESPONSIBILITIES

Discretionary Grantmaking Programs

- Develop, lead, and manage all aspects of Community Foundation discretionary grantmaking programs – including program design, application process, selection process, processing grant agreements/awards, grantee report monitoring and data evaluation – to maximize positive community impact. Current grant programs include Community Impact Grants, Action Grants, and Partnership Grants.
- Lead and manage all aspects of the Donald W. Reynolds Community Nonprofit Center in-kind grant program for office space, storage space and meeting room use – including application process, selection process, grant agreements/awards, grantee report monitoring, data evaluation and nonprofit center use tracking for reporting purposes – to maximize positive community impact.

- Work with the Lahontan Community Foundation Board, managing donation acknowledgements and coordinating the grantmaking activities of the Lahontan Community Foundation Fund, including grant applications, grants committee support, evaluations, grant agreements, and awards.

Community Initiatives & Partnerships

- Develop, lead, and manage various community initiatives as approved by the Board of Directors including program design, implementation, data collection, evaluation, and reporting. Current initiatives include the Tahoe Fire Safe Initiative.
- Represent the Community Foundation in various partnership groups focused on strategic areas of community need.

Nonprofit Relationship Building & Support

- In coordination with Communications staff, promote the good work of Community Foundation grantee partners through all communication channels.
- Create and maintain an outreach/communications plan targeting local nonprofit organizations with the goal of building positive nonprofit relationships.
- Assist in building nonprofit sustainability by providing training, resources, consulting, and other programs that support nonprofit organizations and their staff in successfully serving the community.

Committee & Board Responsibilities

- Serve as staff liaison for the Community Impact Committee, and in coordination with the Committee Chair prepare meeting packets and participate as a member of the committee.
- Lead periodic community assessments, in coordination with the Community Impact Committee, to inform organizational strategies and incorporate findings into discretionary grantmaking, community initiatives, and partnerships.
- Complete grantee surveys, in coordination with the Community Impact Committee, and incorporate findings into discretionary grantmaking and nonprofit program support.
- Report quarterly to the Board of Directors on the status and impact of discretionary grantmaking programs, community initiatives, and partnerships.

Operational Responsibilities

- In coordination with the Building Manager, monitor all Donald W. Reynolds Community Nonprofit Center access and use by grantees, their guests, and community members, ensuring a safe and productive environment.
- Assist staff team in various tasks such as welcoming office guests, answering web-generated inquiries, fielding incoming calls, processing managed grant recommendations, and check printing, as needed

Other Related Duties

- Participate in Community Foundation events and meetings, as necessary: may include some nights and weekends
- Foster positive public awareness, understanding, and support of the Tahoe Community Foundation

REQUIREMENTS

- Bachelor's Degree with a minimum of five years of professional work experience
- Demonstrated success in managing grantmaking programs and knowledge of best practices
- Experience in nonprofit program development, implementation, management, and evaluation
- Excellent communications skills; both oral and written
- Excellent organizational and computer skills
- Strong interpersonal and relationship building skills
- Strong presentation, facilitation, consulting, and training skills
- Experience in nonprofit operations, preferred

SKILLS, KNOWLEDGE & ATTRIBUTES

- Detail-oriented, responsible, energetic, personable
- High degree of personal and professional integrity
- A self-starter that functions well both independently and as part of a team
- A passion for community building and creating effective community programs
- Proficient computer skills in PC/Windows operating environment. The Community Foundation's platforms include Microsoft Office, Foundant's CSuite (enterprise software), Foundant's GLM (grant software), Mail Chimp, Adobe Acrobat Pro, Allbooked (room reservation software), One Cause (fundraising platform), Microsoft Copilot (AI)
- Knowledge of the Tahoe nonprofit community and community needs, a plus

TO APPLY

Please email your resume and cover letter describing your interest, relevant career experience and connection to our organization's mission to careers@tahocf.org. Applications are reviewed on a rolling basis until the position is filled. Tahoe Community Foundation is an equal opportunity employer committed to building a diverse and inclusive team.