



Vice President, Community Health Initiatives Job Description

Position Title: Vice President, Community Health Initiatives
Reports to: President & CEO
Exemption Status: This is a full time, exempt position requiring 37.5 hours per week.
Office hours are 9:00 a.m. to 5:00 p.m.

Position Summary:

The Vice President of Community Health Initiatives is responsible for directing major community health grant programs and regional health program initiatives of the Community Foundation

Principal Responsibilities:

- Develops, implements and manages various grant programs and community initiatives that positively impact regional health and wellness outcomes. Chief projects:
 - Oversee the development and ongoing support of the Hortense and Louis Rubin Community Health Fund (an endowed fund that will grow to well over \$20M)
 - Oversee community-building activities that promote diversity, equity and inclusion in all aspect of the Community Foundation's grants and initiatives
 - Support nonprofit leadership and development programs that strengthen the capacity of area community-based organizations
 - Research and develop evidence-based grantmaking programs and community initiatives that promote positive outcomes for community members
- Oversees grantmaking and fund expenditures to comply with fund agreements and IRS regulations. Key duties:
 - Oversee grantmaking & associated processes and procedures for the Rubin Community Health Fund
 - Identify and recommending effective and impactful grantmaking best practices (research, due diligence, follow-up, grant evaluation and reporting)
 - Work with donor advisors to facilitate grantmaking and to achieve philanthropic goals
 - Maintain fund and grant records utilizing FIMS data base and GIFTS Online (Blackbaud/MicroEdge) modules
 - Supervise various support staff & interns as assigned
- Works directly and collaboratively with the CEO to:
 - Achieve the mission, vision and strategic goals of the Foundation
 - Develop and manage a safe, supportive, and high-performing work environment that encourages effective teamwork
 - Ensure that the Foundation's management sustains the highest level of effectiveness and efficiency through hiring, training, and motivating staff and interns
 - Train all staff to maintain the highest level of organizational effectiveness and efficiency



- Build positive relationships with community leaders from all sectors of the region
- Research community needs and make recommendations for action to fund advisors and Community Foundation leaders
- Prepare for and report to the Board of Directors and various committees of the Foundation
- Manage, analyze and refine overall operations and various policies and procedures in accordance with Council on Foundations standards and best practices in the field
- Supports the CEO and Finance Director/CFO with:
 - Budgeting, fund management, spending policy, analysis and forecasting, reporting and other activities to ensure proper management practices are followed and internal controls are maintained
- Supports the CEO, VP Development and Communications staff:
 - Participate with and adding content information to all communications and marketing efforts
 - Engage in donor development efforts with current and prospective donors
 - Respond to donor inquiries and requests (fund development, fund recommendations, grantmaking) concerning the various philanthropic programs of the Foundation
 - Participate with special projects or events that promote the Community Foundation

Builds and Maintains Professional Work Environment

- Works to form and maintain healthy and productive work agreements with staff
- Manages conflicts directly with CEO and other staff as appropriate

Maintain Positive Relationships with Community

- Represents the Foundation with integrity by displaying courtesy, tact, consideration, and discretion in all interactions with Foundation and community stakeholders, including non-profit organizations, financial advisors, community leaders, donors and the community at large
- Conducts self in a highly ethical and professional manner and maintains confidentiality

Other Responsibilities

- Stays current with community foundation best practices for community grantmaking, and applies practices and shares knowledge with related staff and Board committee(s)
- Benchmarks peer community foundations and the philanthropic field to continue to learn and refine best practices in public health initiatives
- Participates in relevant professional associations
- Fulfills other duties as assigned by the CEO

Qualifications

- Advanced degree in public health or related field
- Significant experience with and understanding of health disparities and best practices in community-building



and services to under-served communities

- Significant leadership experience in the management of organizations in the foundation, governmental or non-profit sector
- Self-starter, ability to work with minimal supervision
- Exhibit sound judgment with the highest ethical standards
- Exhibits high degree of respect for people; models emotional intelligence and cultural competence in all interactions
- Excellent project management skills
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents
- Proven experience working in a public and highly-visible environment
- Ability to execute strategy and foster an environment that results in efficient and effective organizational management
- Excellent interpersonal skills with a proven track record of being able to motivate and inspire others to act
- Skill with computers including competency with Word, Excel, PowerPoint. Able to do online research and e-mail.

Organizational Expectations

Each employee of The Community Foundation for the Greater Capital Region is an essential part of the whole. We are in the business of helping people and our community, and how we interact with each other and build our internal community matters greatly. Each role also supports our overall mission to strengthen our community through philanthropy. As such, each employee of the Community Foundation is expected to:

- Work with integrity and respect toward one another and our donors, volunteers, and the diverse communities with whom we interact
- Manage professional boundaries and etiquette with all Board and Staff members
- Offer a superior level of customer service
- Provide a welcoming, inclusive and safe environment for all staff, interns, volunteers and community members
- Communicate and collaborate across the teams and entire organization
- Give, and expect to receive, clear expectations
- Work with an eye toward improvement, innovation and developing individual and organizational capacity
- Take personal responsibility for the accuracy and completeness of his/her own work
- Offer and request assistance to and from fellow employees in reviewing work for accuracy