



POSITION ANNOUNCEMENT:
VICE PRESIDENT OF
COMMUNITY INVESTMENT AND PARTNERSHIPS
CLOSING DATE: JUNE 22, 2018

Location: Oakland, California | Reports to: President & CEO | Status: Full-Time, Exempt

ABOUT THE EAST BAY COMMUNITY FOUNDATION:

Founded in 1928, and supported by over 400 local donors, the East Bay Community Foundation (EBCF) mobilizes financial assets and community leadership to transform the lives of people in the East Bay. This means bringing together the financial resources and leadership capabilities of fund holders with those of government, business, private foundations, community and nonprofit service providers in coordinated grantmaking efforts to positively affect social change. EBCF is committed to advancing a Just East Bay; where all members of our community are treated fairly resulting in equitable opportunity and outcomes. In 2017, in partnership with our donors, EBCF granted more than \$46 million to local nonprofit organizations and had charitable assets under management of \$450 million.

As we engage with the broader community and one another we endeavor to act with Humility; a belief in the importance of Diversity & Inclusion; a willingness to act with Courage, Integrity and Compassion; and a dedication to fostering a Culture of Learning. Our work is rooted in social justice and each day is dedicated to moving closer to our vision of an inclusive, fair, and just East Bay. Driven by a spirit of collaboration, we believe the path forward is paved with innovative, progressive and forward thinking philanthropy. For more information, please visit www.ebcf.org.

ABOUT THE POSITION:

EBCF seeks a collaborative, strategic and mission-driven Vice President of Community Investment and Partnerships (CIP) to lead effective community-centered strategies; stay abreast of community needs and developments; and serve as a connector between CIP and the Executive Management Team (EMT).

Core Functions – We seek a leader who will...

- Supervise, support and strengthen a knowledgeable and passionate team with strategic impact on EBCF and its community
- Serve as a dynamic liaison between CIP, the EMT and the Program Committee of the Board of Directors, sharing strategic direction and lifting up CIP's expertise to the EMT and Board
- Sustain and grow effective program strategies to ensure alignment with EBCF's overall vision and lead efforts to create partnerships and community investment opportunities for EBCF
- Manage EBCF's discretionary grantmaking and initiatives across service areas while leading the creative use of convenings, co-funding, partnerships, pooled funds and/or other strategies to promote a common grantmaking agenda and advance learning in philanthropy and advocacy
- Build, with CIP and EMT input, a plan to resource and strengthen social justice movements in the East Bay in alignment with EBCF's strategic direction
- Develop and manage CIP's annual operating budget
- Work collaboratively with the Development and Donor Services & Administrative Support Teams to articulate the value of partnership with EBCF for prospective donors and ensure grant reporting and compliance requirements are met
- Provide information and analysis to the Board's Community Engagement Committee to inform grant investment decision making and initiatives led by EBCF
- Develop strategic frameworks for evaluating and reporting on the community impacts of EBCF grants and initiatives and work with grantees on improving overall impact reporting metrics
- Contribute to increasing the visibility of EBCF among local, regional and national funders
- Maintain relationships with private, public, nonprofit, philanthropic and community leaders
- Maintain knowledge of private, public and non-profit investment priorities in the East Bay

Valued Qualities – We seek a leader who...

- Is passionate about the mission of EBCF
- Consistently demonstrates professional excellence, transparency and integrity
- Leads with humility and conducts all aspects of professional and personal engagements with trust, respect, accountability and a sense of humor
- Is personally committed to community service, inclusion and justice
- Has a high level of emotional intelligence and the interpersonal savvy to actively listen as well as build and maintain strong relationships internally and externally
- Is able to self-manage and work independently, but also collaboratively

Professional Skills and Competencies – We seek a leader with...

- A Bachelors degree; Advanced degree and/or extensive work experience is highly desirable
- At least eight (8) years experience in grantmaking and/or creatively leading strategic community initiatives and collaborations with a deep understanding of the role and history of philanthropy and the ability to navigate funder-grantee relationships with humility and respect
- Experience working in coalitions across a range of progressive movements with a diverse set of actors, developing and implementing strategic plans/initiatives engaging multiple perspectives
- Strong management experience and success innovatively developing cohesive teams; growing professional capacities and performance of individuals; and establishing and maintaining collegial and effective relationships with colleagues and grantees of diverse backgrounds
- Leadership in social justice with a lens toward racial equity and power building for low-income communities and communities of color as a means towards policy and systems change

- Demonstrable understanding of the challenges related to racial justice in the U.S. including knowledge of local and statewide organizations working on racial justice and the interplay between public, political and corporate sector institutions as it relates to social justice issues
- The ability to think and work intersectionally, particularly with regard to race, class, gender, sexual orientation, gender identity and more
- Experience and relationships in the East Bay
- The ability to handle confidential donor-client information with complete discretion
- Excellent writing, analytical, interpersonal, organizational and communication skills with sensitivity to culturally varied audiences
- An established voice as an expert and contributor to public discourse in the field
- The ability to grow and leverage key relationships in the field to further programmatic goals
- Innovative approaches to programmatic research in broad impactful partnerships
- Knowledge of rules regarding lobbying and advocacy for public charities

APPLICATION INSTRUCTIONS AND DEADLINE:

To apply, email a cover letter, resume and list of three references

to eastbaycommunityfoundation@walkeraac.com on or before **5:00 p.m. on Friday, June 22, 2018**.

Email applications are required – Use the Subject Line: *VP of Community Investment and Partnerships, EBCF*. Documents should be Microsoft Word or PDF files (PDF files are preferred).

Resume review begins immediately. For questions or additional information contact Constance Walker, Walker and Associates Consulting, at (510) 834-2341 or cwalker@walkeraac.com.

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