Rotary Charities of Traverse City

Director of Community Development

Job Description

Since 1977, Rotary Charities has provided resources and leadership to improve the quality of life in our 5-county region in northwest lower Michigan. We envision communities that are adaptive and thriving for everyone. To do this, we work in partnership with changemakers by providing innovative funding, learning, and connections to address the root causes of our region’s complex problems and create community assets for all. We provide about $1.5-$2 million in grants and impact investments annually and reach nearly 500 changemakers with unique learning and coaching experiences focused on organizational development, adaptive leadership, collaboration, and systems change.

Our organizational culture centers on trusting relationships, continuous learning, and leveraging all forms of our capital. We strive to embody these principles in all we do and help support others in doing the same.

Position Title: Director of Community Development

Reports to: Rotary Charities Chief Executive Officer

Exemption Status: Exempt

Compensation: Hiring salary range of $76,000-$87,500, commensurate with experience and fit for the position; Comprehensive benefits package provided.

Position Summary

The Director of Community Development is responsible for leading Rotary Charities’ role in community asset development and our efforts to respond to needs related to Equity and Inclusion priorities. They will direct the Assets for Thriving Communities grant program and co-create new Learning & Coaching services, learning from local changemakers and emerging practices, making connections to resources, and shaping our programs to be responsive to community needs. The role includes convening and sitting at appropriate tables for the work and connecting applicants and communities with other funders and state and federal resources to help implement projects that align with their priorities.
Essential Responsibilities

Grantmaking

- Serve as the primary liaison for our Assets for Thriving Communities (ATC) and associated Seed grant programs, including:
  - Conduct pre-grant meetings with applicants to assess program fit and/or connect with other resources
  - Serve as a thought partner to potential applicants to help them to craft their strategy and approach and overcome challenges. Review and score grant applications and provide board application summaries
  - Provide ongoing grantee communication and support through regular check-ins
  - Review grantee final reports and provide feedback
  - Work with Director of Systems Change and Learning on regular program evaluation reports
  - Work with Strategic Communications Manager to identify and amplify grantee stories
  - Maintain information in our Salesforce database, ensure data entry is timely and accurate
  - Support staff reviews of other grant types
- Work with the CEO and the Director of Systems Change and Learning to manage and evolve the grantmaking programs:
  - Adapt equity-focused grantmaking practices and policies throughout the organization
  - Work with all grantmaking staff to ensure grantmaking process is efficiently and effectively completed each cycle
  - Conduct After Action Reviews (AAR) with board, staff & applicants to assess grantmaking processes
  - Periodically lead Strategy Team agenda items using AAR, grantee evaluation results, and field learning to continuously evolve the grantmaking programs
  - Work with staff and contractors to ensure changes are effectively implemented across the review portals and all training materials

Equity-Focused Learning & Coaching

- Working in partnership with staff and changemakers, identify and nurture opportunities to advance Equity and Inclusion priorities, including developing professional development opportunities and community of practice offerings
  - In partnership with the CEO and Equity Learning Committee, help develop and implement equity and inclusion strategies throughout the organization
  - Develop relationships with equity-focused consultants and facilitators on program content and approach and engage outside expertise to deliver content, when needed
  - Coordinate with Grants and Learning Manager to develop overall strategy, approach and content, budget, and schedule for emerging Equity and Inclusion offerings
  - Learn and adapt as needed to ensure relevant programming and engaging facilitation in both face-to-face and virtual environments
  - Identify external resources and learning opportunities that align with our strategy to share with changemakers
• Work with Director of Systems Change & Learning on needs assessment and evaluation strategies for this program area and deliver regular progress reports to stakeholders
• Lead the Rural Community Development Roundtable and further integrate Community Development support into our Learning & Coaching offerings

Connecting

• Develop relationships with changemakers and service providers to better understand community needs and available programs and services to inform Rotary Charities’ programming
• Connect changemakers with learning experiences, service providers, and funding opportunities
  o Lead development of new Equity and Inclusion professional development and other Learning opportunities
  o Integrate Community Development support into our Connecting strategy
  o Convene and facilitate community and group conversations about how to establish common goals and priorities
  o Connect communities to resources aimed at implementing their goals
• Participate in local, statewide, and national capacity building networks

Other Responsibilities

General

• Develop and maintain relationships with external stakeholders and resources
• Participate in weekly Strategy Team meetings and help inform our evolving grantmaking, learning, and connecting strategies
• Keep current with industry trends and resources
• Manage program budgets and maintain accurate records for organizational initiatives
• Demonstrate leadership behaviors that align with our organizational culture

Rotary Charities Organizational Culture

• Actively engage as a learner to develop personal understanding and competencies that will help Rotary Charities achieve its mission and continue to evolve
• Show care for fellow staff members, board members, and changemakers—offering to help when someone is in need and openly sharing appreciation
• Respect the difficult and amazing work of our nonprofit colleagues
• Work actively as an ally to others, promote justice, equity, diversity, and inclusion
• Maintain a confidential stance regarding foundation and grantee activities
• Attend conferences, workshops, and meetings as developed in the annual learning plan

Qualifications & Experience

• Bachelor’s degree in a related field (advanced degree preferred)
• Minimum of 5 years’ experience in philanthropy, community development, and/or capacity building
- Demonstrated experience in equity and inclusion work, including strategy and program development, and working with dominant culture contexts
- Ability to establish trust, understanding, and strong thought partnership in the development of the foundation’s vision for equity and inclusion priorities, combined with the adeptness to translate that vision into priorities and goals and align relevant resources effectively
- Experience with Trust-Based Philanthropy grantmaking, including the processes, perspectives, practices, and dynamics between funder and grantee
- Proficiency in understanding nonprofit structure, function, needs, and challenges and a broad range of community issue areas
- Excellent organizational, problem solving, and coordination skills, with demonstrated ability to manage a diverse and demanding workload
- Experience in convening groups across non-profit, private, and public sectors, facilitating conversations, and making new connections
- Ability to build relationships with all staff, Boards of Directors, committees, grant seekers, the media, outside professionals, and the community-at-large
- Outstanding written and oral communication skills
- Proficiency with databases and grant management software preferred
- Collaborative, flexible team player
- Willingness to operate within and contribute to the culture, core values, mission, and vision of Rotary Charities
- Desire and passion for furthering the core funding areas that Rotary Charities supports and a personal commitment to improving communities in Northwest Michigan
- Ability and willingness to travel locally and/or regionally (up to 10%)

**Work Environment**

- Work is performed in a structured hybrid office environment
- This role requires working within deadlines
- This role requires working alone, with a team, and with the public
- Work is frequently performed in a cramped or confined space and in areas with a high noise level
- Work is occasionally performed outdoors or in areas with poor ventilation

**Physical Demands**

- Must be able to sit for prolonged periods at a desk and work on a computer using repetitive wrist/hand motions
- Work requires occasional walking, standing, and bending
- Work requires frequent driving
- Ability to occasionally lift up to 50 lbs.

**Disclaimer**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.