



**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. In 2018, we made significant shifts in our strategy, operations, and culture all aimed at having more durable, lasting, and broad impact. 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 adaptive leadership, collaboration, and systems change.

Our organizational culture centers on trusting relationships, humble 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*

**Status:** Exempt; Hiring salary range of \$65,000-\$80,000, 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 nonprofit capacity building by directing two of our vital program areas—Assets for Thriving Communities grant program and our Learning & Coaching services. The role manages the overall programs and contributes to their development by learning from local changemakers and emerging practices, making connections to resources, and shaping our programs to be responsive to community needs. The Director will also develop the engagement and management strategy for consultants who support this work. The role includes convening and sitting at appropriate tables for the work and connecting applicants and communities with other foundations, and state and federal resources to help implement projects that align with their priorities.

**Responsibilities:**

Grantmaking

*(Last updated on 6/29/21)*

- Serve as the primary liaison for our Assets for Thriving Communities (ATC) and associated Seed and Changemaker Fellowship grant programs, including:
  - Develop strategy and associated learning opportunities for the ATC category
  - Conduct pre-grant meetings with applicants to assess program fit and/or connect with other resources
  - Participate in grant application training and volunteer grant reviewer training sessions
  - Review and score grant applications, final reports and provide feedback
  - Provide ongoing grantee communication and support
  - 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

### Learning & Coaching

- Lead the development and implementation of Learning & Coaching opportunities for changemakers to increase the awareness, knowledge, skills, and mindsets that support working better together to develop community assets and make systems work better for all:
  - Prepare and manage Learning & Coaching program budgets
  - Work with staff to develop overall strategy and schedule of offerings
  - Work with staff and consultant facilitators on program content and approach and engage outside expertise to deliver content, when needed
  - 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 the Manager of Strategic Communications to communicate about strategy and offerings
  - Work with Director of Systems Change & Learning on needs assessment and evaluation strategies for this program area and deliver regular progress reports to stakeholders
  - Further integrate Community Development support into our Learning & Coaching offerings
  - Seek funding partners and grants to support the work, when appropriate

### Connecting

- Develop relationships with changemakers and service providers to better understand community needs and available programs and services
- Connect changemakers with learning experiences, service providers, and funding opportunities
- Integrate Community Development support into our Connecting strategy
  - Convene Impact Investing portfolio organizations and community development changemakers to learn and connect with one another
  - Convene and facilitate community and group conversations about how to establish common goals and priorities
  - Connect communities to resources aimed at implementing their goals
- Participate in local, statewide and national capacity building networks

*(Last updated on 6/29/21)*

## 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:**

- Advanced degree or equivalent experience in related field
- Minimum of 5 years' experience in community development, philanthropy, and/or capacity building
- Knowledge and passion for philanthropy and advancing the work of changemakers
- Excellent organizational, problem solving, and coordination skills, with demonstrated ability to manage a diverse and demanding workload
- Experience creating learning experiences that recognize different learning styles, fostering collaboration, and offering hands-on application of content
- Outstanding written and oral communication skills
- Project management experience with proven success in creating work plans, monitoring deadlines and ensuring accountability
- Experience in convening groups, facilitating conversations, and making new connections
- Demonstrated ability to work across non-profit, private, and public sectors to build consensus and realize transformational change
- Ability to make decisions in a changing environment and anticipate future needs
- Ability to build relationships with all staff, Boards of Directors, committees, grant seekers, the media, outside professionals, and the community-at-large
- 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
- Is available for work-related travel in-state and nationally, and has access to transportation

*(Last updated on 6/29/21)*