



JOB DESCRIPTION

Community Investment Officer

Position Title: Community Investment Officer

Reports To: Executive Director

Purpose of Position: This position manages the grant, scholarship and community investment aspects of Manatee Community Foundation. It includes collaborating and communicating with diverse donors, nonprofit leaders, community members, and students to develop opportunities for strategic use of the Foundation's restricted and discretionary assets. The individual skillfully manages the grant and scholarship application processes, including solicitation of applications, oversight of nonprofit/student progress, and submittal of results-based reports. Provides service to donors who wish to make grant recommendations from their donor advised funds and works in partnership with team members for other grant opportunities.

Salary Range: \$65,000 - \$77,000

Position Start Date: March 1, 2022

Amount of Time Required: 40 hours per week

Job Responsibilities:

1. Manages all processes in the grants and scholarships cycles, including improvement of applications for those being served, coordination of committee meetings, interacting with nonprofit organizations and students, and providing outcomes of foundation investments.
2. Conducts due diligence on nonprofit organizations using a variety of tools to help donors, grant committee, and MCF staff better understand nonprofit choices, programmatic outcomes and organizational health.
3. Works directly with service recipients and neighborhoods to give people with lived experiences a voice at the table to share needs and participate in decision-making.
4. Manages administrative processes and financial recordkeeping associated with grant and scholarship awards.
5. Professionally represents MCF in the community at key stakeholder meetings and discussions.
6. Processes approved donor advisements and prepares grant acknowledgement letters for fund holders in a timely manner.
7. Processes scholarship award checks and letters and response letters to applicants that were not selected.
8. Monitors progress of nonprofits in fulfilling grant contracts and ensures completion of final reports.

9. In partnership with executive director and grants committee, recommends and manages process for granting from large funds such as the Vinall Fund, Knight Donor Advised Fund, Manatee Foster Care Initiative Fund, etc.
10. In partnership with executive director and scholarship committee, recommends strategies for scholarship award amounts, renewals, and other considerations.
11. Works with internal and external partners including staff and board members of MCF, guidance counselors, schools, and local nonprofits to solicit applications for scholarships.
12. Serves as staff liaison to grant and scholarship committees, including all communication before, during and after application processes. Prepares for committee meetings and follow up.

Job Requirements:

1. Knowledge of local nonprofits and the local community.
2. Ability to conduct thorough research.
3. Ability to develop long-term relationships with donors, committee members, and community partners.
4. Commitment to inclusion and engagement of diverse stakeholders to help them access support and investments.
5. Excellent attention to detail and accuracy in recordkeeping and documentation.
6. Ability to provide detailed reports, data and analysis to team members.
7. Financial and budgeting acumen.
8. Exceptional customer relation skills with internal and external stakeholders.
9. Excellent organizational skills with the ability to manage multiple detailed projects.
10. Proficiency in Microsoft Office Suite and the ability to learn the FIMS database.
11. Commitment to the success of the overall team goals.

Additional:

1. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
2. Individuals who cannot perform some of the requirements because they pose health or safety risks to themselves or other employees may be excluded from this position.
3. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
4. Requirements are representative of minimum levels of knowledge, skills and/or abilities or aptitudes to perform each duty proficiently.
5. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.