

Job Description

Job title: Community Investment Associate
Reports to: Director of Community Investment
FLSA status: Salaried

General Summary

The Community Investment Associate assists with the grantmaking and strategic initiatives of the Community Foundation by researching and analyzing key elements of the community investment strategies. Conducts review, analysis, presentation, and monitoring of grant proposals and projects under the direction of the Director of Community Investment. Plays a supporting role in building relationships with community partners that engender trust in the work of the Community Foundation, engaging with them in a variety of settings to provide information about grantmaking, initiatives, and Community Foundation priorities.

Principal Duties and Responsibilities (These are intended to describe the general requirements for the performance of this job. It is not intended to be an exhaustive statement of duties, responsibilities, or requirements. All duties are to be performed in accordance with established Community Foundation policies, standards, and protocols.)

Research and Analysis

1. Assists with the research and analysis of assigned grant proposals, programs, and initiatives through written materials, site-visits, and conversations with community partners to ensure compliance with Community Foundation policies, mission, priorities, and charitable purposes.
2. Prepares and presents grant proposal analyses in both written and verbal formats to the community investment team and Community Foundation committees and/or boards.
3. Monitors reporting requirements for a funded grant portfolio; evaluates results on a timely basis to ensure that funds are spent appropriately.

Data Entry Management

4. Handles data entry and management tasks specific to FIMS.
5. Enters appropriate and accurate information and coding into the FIMS database and runs reports.
6. Manages and maintains documentation of meetings and correspondence with community partners; inputs information into FIMS when applicable.
7. Adheres to established protocol and standards when entering or updating data.

Team Support and Special Projects

8. Works as part of a team to ensure the effective and efficient operation of the community investment team.
9. Handles special projects related to emerging community needs.
10. Engages and provides grant function support to various funds and supporting organizations.
11. Performs other duties as assigned.

External Awareness/Community Engagement

Builds relationship with community partners that engender trust by:

12. Providing information, clarification, and assistance on grant application procedures, guidelines, initiatives, and Community Foundation priorities.
13. Participating in site visits, one-on-one and group meetings, and other events that encourage interaction.
14. Participating in Community Foundation programs and activities of the larger philanthropic field as assigned or approved by the Director of Community Investment to broaden understanding of national or global developments in philanthropy.



Professional Development

15. Keeps current regarding trends and developments in community foundation grantmaking and community leadership approaches as well as applicable laws and regulations, through reading of professional literature and attendance at appropriate seminars, conferences, and workshops.

Knowledge, Skills and Abilities Required

1. Completion of an associate degree, or three or more years of related experience.
2. Ability to analyze qualitative and quantitative data and present findings in a clear, concise, and professional manner through both written and verbal communication.
3. Strong interpersonal and communication skills necessary to develop and maintain positive and cooperative working relationships with community partners, affiliates, staff, and trustees; and to conduct presentations both within the Community Foundation and community.
4. Knowledge and skill in utilizing Microsoft Office software applications. Ability to learn and become proficient in the use of the FIMS database applications.
5. Exercises a high level of thoughtful and insightful judgment within areas of accountability.
6. Ability to handle confidential information in a professional manner.

