



TITLE: Community Investment Officer
REPORTS TO: President and CEO

FLSA: Full Time, Exempt
Updated: 1-1-2026

POSITION SUMMARY

Serves as a professional, enthusiastic ambassador for the Community Foundation (CF). Develops and nurtures relationships with nonprofits throughout the region and provides supportive assistance to them in building organizational capacity. Responsible for coordinating Foundation grantmaking programs and the Youth Advisory Council (YAC). Assists donor-advised fundholders with grantmaking. Provides staff support to committees as needed.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Nonprofit Support – 50%

- Increase and strengthen lasting relationships with nonprofits throughout the region.
- Assist nonprofits with grant applications and provide guidance with or referrals for capacity building.
- Assist with the coordination of capacity building activities such as workshops, seminars, Inspired Leaders, and Fundraisers Roundtable.
- Make regular site visits to grantees to learn about their organizations and how grant funds are used.
- Serve as a positive, energetic ambassador for CF, maintaining a professional, non-partisan, neutral public profile consistent with organizational values.
- Represent CF at select community activities, the local Funders' Roundtable, and, as appropriate, grantee events.
- Staff the CF's Racial Equity Advisory Committee.

Grantmaking - 40%

- Coordinate the Community Investment Committee and grant review committees, participating in meetings and activities. Ensure information is provided to make informed decisions.
- Co-lead the Foundation's annual grant cycles, including Impact Grantmaking Day.
- Think strategically about grantmaking programs and act proactively and protectively to ensure impactful use of funds.
- Identify opportunities to improve grantmaking program efficiencies, policies, and procedures. Seek to learn about other grantmaking programs and processes that may be deployed at the Community Foundation.
- Ensure all restricted grantmaking funds have been awarded annually, through either the grantmaking process or through the proactive process.

- Conduct an initial analysis and review of grant applications for eligibility, accuracy, thoroughness, and compliance with grant guidelines, organizational policies, and applicable law.
- Review and monitor grant reporting to ensure proper use of CF grant awards.
- Ensure superior customer service for donor-advised fundholders. Work with donors on grant recommendations and proactively match nonprofit needs with appropriate donors.
- Assist in collaboration with other staff to make recommendations for proactive grants.
- Position will be cross-trained with the Community Investment Administrator.

YAC Advisor – 10%

- Serve as YAC Advisor for the tri-county region. Responsibilities include, but are not limited to:
 - Recruit YAC members and adult volunteers, as needed
 - Conduct at least one training and one grantmaking session/year
 - Conduct needs assessment every three years to determine funding priorities

Assumes other duties and responsibilities as assigned by the supervisor.

POSITION REQUIREMENTS

Education

Some level of college experience is required; a degree is strongly preferred.

Experience

This position requires at least 5 years of professional experience, similar to the skills needed to successfully accomplish the duties and responsibilities listed above. Experience working with a nonprofit is preferred.

Supervisory Responsibilities

This position currently has no responsibility for supervising staff.

Other Knowledge, Skills, and Job Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Passion for philanthropy and building community support
- Ability to analyze qualitative and quantitative data and present findings in a clear, concise, and professional manner
- Well organized, detail-oriented, and able to meet deadlines
- Excellent writing skills; ability to speak clearly and professionally to individuals and groups
- Creative and thoughtful approach to proactively utilize new technologies and philanthropic trends to advance the organization's mission and strategic goals
- Excellent judgment and high ethical standards
- Self-reliant, good problem solver, results-oriented

- Collaborative, flexible team player
- Ability to make decisions in a changing environment and anticipate future needs
- Strong commitment to customer service
- Energetic and proactive
- Proficiency and comfort utilizing a database, social media, and other technology
- Proficiency and comfort with all Microsoft Office applications
- Manner and appearance consistent with a professional office atmosphere
- A valid driver's license and willingness to travel on business

OTHER POSITION REQUIREMENTS:

While performing the duties of this job, it is expected that the employee will be required to work and attend meetings, events, and conferences beyond the hours of the standard workday. Occasionally, this will include some travel and time away from home. The work environment characteristics described here are representative of those an employee usually encounters while performing the essential functions of this job.