

NAPA VALLEY COMMUNITY FOUNDATION (NVCF)
MANAGER OF PHILANTHROPIC SERVICES
POSITION DESCRIPTION

The Manager of Philanthropic Services is many things: analyst, storyteller, matchmaker, monitor, administrator, advocate, scanner and facilitator. He or she works with donors to implement their charitable goals, and executes the Community Foundation's growing portfolio of discretionary grants.

Supervision

Reports directly to the Vice President of Philanthropic Services.

General Responsibilities

1. Work with donor advisors on all aspects of their charitable giving, from setting strategy to executing grants to conducting follow up.
2. Meet with nonprofits, charitable projects and public agencies to understand and assess their programs and needs.
3. Develop and maintain a knowledge base regarding Napa County's nonprofit sector, specific needs in the community, how those needs are changing over time and which agencies are best equipped to address them.
4. Process grants with a high level of quality and efficiency, entering all relevant grant and donor information into our database of record (FIMS); pull reports from database as needed.
5. Provide donors and prospective donors with timely information in their areas of interest; identify opportunities for donor collaboration in grantmaking.
6. Review and analyze grant requests and applications; coordinate and prepare for grant committee meetings; provide constructive and timely feedback to applicants.
7. Write a monthly newsletter for donors ("Community Link") about programs that are seeking funding, maintain distribution list; write twice-yearly research briefs on issues affecting the nonprofit sector and/or our community; ensure the our website is up to date; and write quarterly press releases.
8. All other duties as assigned.

Desired Skills and Talents

1. Exceptional communication skills, written and verbal. Fluent Spanish speakers strongly encouraged to apply.
2. Strong analytical orientation and skills.
3. Outstanding interpersonal and diplomatic skills; ability to build trust and rapport with a broad range of people.
4. Maturity of judgment, high degree of integrity and discretion, high degree of self-motivation.

5. Ability to work well in entrepreneurial setting, taking on multiple tasks and adapting as needs and priorities of the Community Foundation change; ability to spot emerging issues in the community.
6. Strong organizational skills; facility with PC's and Microsoft operating systems and software; capacity to learn new systems; working knowledge of financial terminology a plus.
7. Experience with relational databases, knowledge of FIMS software a plus.
8. Enjoy challenges and projects that require creative approaches and reflective thinking.

Desired Experience

Four-year college degree required, MA or JD a plus. Minimum five years' work experience. Successful track record in building trusted relationships. Foundation or nonprofit community work highly beneficial but not required. Business development, client service, law or journalism backgrounds of interest; banking, trust company or private client experience potentially a plus. Experience working on projects collaboratively, as well as solo. Out of box thinker who dislikes the phrase "out of box thinker" preferred.

Compensation: Competitive, based on skills and experience of applicant. This is a full-time, exempt position.

How to Apply

Send resume and cover letter to marla@napavalleycf.org no later than September 15, 2008.

Napa Valley Community Foundation is an equal opportunity employer. EOE/AA.

About Napa Valley Community Foundation

The Community Foundation works to multiply the impact of individual givers, pooling resources and investing in charitable projects that make a difference. Since 1994, the Community Foundation has served as a bridge between philanthropic families and hard-working nonprofit agencies, bringing people, ideas and resources together to enhance the quality of life in the Napa Valley community. From American Canyon to Calistoga, the Community Foundation has distributed some \$15 million in grants in the last 14 years, and currently serves as the philanthropic partner to 100 individuals, families, nonprofit agencies and corporations in Napa Valley. It stewards nearly \$23 million in philanthropic funds. To learn more, visit www.napavalleycf.org.