



## Vice President of Community Impact Candidate Profile

### WHO WE ARE

The mission of Madison Community Foundation (MCF) is to engage Greater Madison in philanthropy to advance a more vibrant and equitable community. MCF is a nationally accredited community foundation and a trusted philanthropic leader – we collaborate with donors to connect them to the causes they care about most and work with nonprofits to build endowments and utilize grant funding in effective, efficient, and equitable ways. What makes MCF strong is our team – we **know** our donors and we **know** our community. Our commitment to both, for over 80 years, has earned us their trust. Madison is frequently named one of the best places to live in the country. And while we are all proud of that recognition, we know there is still work to do to foster a community where fairness, inclusion and respect thrive.

### OUR TEAM

We are a dynamic team of sixteen people who share a commitment to our mission. We come from different backgrounds and bring different lived experiences to the table. Some people have worked here 20 years. Others are new to the team. Everyone's voice is valued.

Our office is in beautiful downtown Madison, Wisconsin, conveniently located off the state capitol square and surrounded by restaurants, shops and businesses of all kinds. Whether just the daily hustle and bustle, the free Lunchtime Live music series, Art Fair on the Square or the largest producers-only Farmers' Market in the country, there is always something going on downtown. When you are part of the MCF team, you are in the middle of what makes Madison ... Madison.

### WHAT WE NEED

MCF is currently seeking a **Vice President of Community Impact** to guide its Community Impact department, including the development of its new nonprofit center. This role is ideal for someone who leads with integrity, humility, innovation and vision; someone who is intrinsically motivated, diligent, and has a strong desire to succeed. We are looking for a candidate who seeks purposeful work, is passionate about serving the community; values working in a friendly team environment alongside people of all ethnicities, backgrounds, orientations and abilities; and desires to grow both professionally and personally.

### WHAT YOU DO

Interested candidates should forward a cover letter – including how your skills align with the requirements of this position and how your values align with those of MCF – and resume to [apply@madisongives.org](mailto:apply@madisongives.org). This position primarily works in the MCF office with the option of occasionally working remotely. Interviews for this position will begin in July 2024.

Job Title:	Vice President of Community Impact
Department:	Community Impact
Responsible To:	President & CEO
Date Approved:	June 21, 2024
FLSA Status:	Exempt

**Role at MCF**

The Vice President of Community Impact is responsible for implementing MCF’s community impact programs and initiatives across five focus areas: grantmaking, nonprofit capacity building, research, advocacy, and impact investing. As a member of the staff Leadership Team, the Vice President works with the President & CEO to provide overall strategy for, and management of, the organization. Specifically, the VPCI integrates the work and timeline of the Community Impact department with the work and timelines of other departments – aligning that work with MCF’s mission, vision, values, and strategic plan in an efficient, effective, and equitable manner.

The VPCI leads a team of four staff to develop and implement MCF’s Community Impact initiatives.

**Summary of Major Responsibilities**

**Grantmaking – 30%**

- Work with the department’s Director of Grantmaking to implement MCF’s Community Impact, Field of Interest, and Staff-Advised Field of Interest grantmaking programs.
  - Collaborate with the President & CEO, Community Impact staff, Community Impact Committee and Board of Governors to research and develop Community Impact grantmaking focus areas and strategy.
  - Award proactive and reactive Community Impact grants in the focus areas and in the manner approved by the MCF Board, utilizing industry best practices in grantmaking, and ensuring MCF’s process is developed, implemented and documented in a transparent, disciplined and equitable manner to build trust in the community.
  - Oversee MCF’s impact investing efforts to award recoverable grants that further work in our five focus areas, serve as an innovative model for impact investment, and help leverage peer funding.
  - Employ equitable grantmaking guidelines, policies and practices in the distribution of grants from MCF’s Field of Interest Funds, and affiliated Donor Advised Field of Interests funds.
  - Ensure proper payment, documentation and impact measurement of grants awarded by the Foundation.
  - Utilize grant evaluations to refine MCF approaches to grantmaking and community impact.

**Nonprofit Capacity Building – 20%**

- Work with the Goodman Nonprofit Center (Center) Director to develop, launch and evolve a nonprofit center.
  - Identify, develop and implement Center programs that bring value to the Greater Madison nonprofit community.

- Develop strategy, establish policies, create standard operating procedures, implement evaluation practices, and set goals and objectives for the Center.
- Develop the Center Advisory Council's roles and responsibilities, purpose, meeting schedule, and agendas.
- Work with the Vice President of Donor Engagement to continually develop endowed gifts for the Center.

### **Evaluation, Research and Advocacy – 20%**

- Work with the department's Director of Evaluation, Research and Advocacy to evaluate the outcomes of MCF grant awards; identify, develop and promote research to address community issues and opportunities; and convene nonprofits working on similar issues to write federal grants and coordinate advocacy for policy change.
  - **Evaluation:** Work with MCF grant recipients to help them identify reasonable, impactful outcomes for their grant proposals that reflect MCF's larger community impact goals, evaluate grants on their success in achieving those outcomes, and measure MCF's achievement on community impact goals.
  - **Research:** Oversee research efforts that inform the work of MCF, MCF donors, and the nonprofit community. Increase and share MCF knowledge and expertise to increase nonprofit capacity and philanthropic giving. The Vice President of Community Impact will lead the team in reinforcing the Foundation's unique value of providing research and grantmaking within the nonprofit ecosystem, while maintaining a strong learning and equity orientation.
  - **Advocacy:** Oversee efforts to fund community organizing and advocacy efforts within MCF's five grantmaking focus areas, with the goal of increasing federal and state funding for nonprofits.

### **Nonprofit Community Outreach – 15%**

- Maintain a high-profile presence in the nonprofit community and set the same expectation for your team members in their respective areas.

### **Leadership and Administration – 15%**

- Work in a cross-departmental fashion to implement MCF's strategic goals and amplify its impact
- Develop and maintain an annual departmental budget
- Seek growth and professional development to enhance skills and expertise
- Supervise team and support the growth and development of individual team members in their respective capacities and responsibilities
- Work with the MCF Communications Director to develop and share stories of the Foundation's grantmaking impact.
  - Provide content for the grantmaking portions of the Annual Report, newsletters, website, social media, blog, etc.
  - Serve as a contact for media coverage of grant stories.
- Act as liaison with the MCF Community Impact Committee and Goodman Nonprofit Center Advisory Council.

*This job description describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.*

## **Work Environment**

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- Travel to visit nonprofits, attend conferences, workshops, and other related events
- Attend nonprofit events, often in the evenings and sometimes on weekends
- Primarily perform work in an office environment
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position
- Work with frequent interruptions
- Sit for a long period of time
- Lift and/or move up to 20 pounds and occasionally lift and/or move up to 30 pounds

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.*

## **Success in this Role Requires**

- Willingness to embrace and reflect MCF values
- Strong listening, written and verbal communications abilities
- Excellent organizational skills and attention to detail
- A proactive work ethic and ability to work effectively as a member of a team
- Proficient use of Microsoft Office products; experience with akoyaGo preferred
- High integrity and confidentiality handling sensitive information
- A continuous improvement mindset
- Ability to create strategy and develop systems to effectively implement strategies

## **Education and Experience**

- Bachelor's degree in public policy, business, community services, or related fields required; advanced degree preferred
- Minimum of five years' experience in grantmaking, the nonprofit sector, public policy or applied research
- Knowledge of the Greater Madison area philanthropic and non-profit sector preferred
- Supervisory experience required
- All candidates must be authorized to work in the United States without sponsorship

## **Salary Range**

\$110,000 – \$130,000; commensurate with experience