



Director, Immigrant Support Fund

Mission

Fairfield County's Community Foundation (FCCF) promotes philanthropy as a means to create change in Fairfield County, focusing on innovative and collaborative solutions to critical issues impacting the community.

Background

FCCF is the third largest community foundation in Connecticut with assets of approximately \$224 million. FCCF manages 600 charitable funds and raises \$20 million annually from diverse donors to support a variety of charitable interests. Contributions can be made for the general benefit of the community or designated to a specific purpose, cause or nonprofit organization.

The Position

The Director of the Immigrant Support Fund executes FCCF's long-term strategic plan and day-to-day operations to promote the economic, educational, physical, emotional, and social wellbeing of immigrants in Fairfield County. The Director leads all related grant making and programs, serving as the subject-matter expert and key external spokesperson on issues impacting immigrants. He/she partners closely with other members of the community impact team to identify and meet the advocacy, capacity building and data needs of immigrant-serving grantee organizations and to authentically engage immigrants in strategy design. The Director also collaborates with development staff to grow the fund. The position reports to the Vice President of Community Impact.

Responsibilities

Grant Making and Program Leadership:

- Develop and execute the Foundation's immigrant support strategies in collaboration with the VP of Community Impact
- Partner with the Foundation's Manager of Data Science and Evaluation to complete immigrant community needs assessments and gather data to inform grant making and programs that meet the needs of immigrants in Fairfield County
- Determine how to strategically award grant dollars to best address those needs, engaging in a thorough grant review process, including solicitation of grant proposals from qualified organizations, analysis and prioritization of grant requests, site visits and recommendation of specific grants to the Community Impact Committee and FCCF Board of Directors
- Design and organize convenings to educate diverse stakeholders about the challenges and opportunities facing immigrant communities

- Partner with the Director of Advocacy and Capacity Building to set a policy agenda related to immigrant needs, influence policies affecting immigrants, and authentically engage immigrants in policy creation
- Partner with the CNE Manager to design and execute capacity-building initiatives to support the work of NPOs serving the immigrant community
- Develop and implement a process for sharing best practices among grantees and other service providers
- Provide technical assistance to grantees

External Relations:

- Represent the Foundation in partner engagement on the Immigrant Equity Fund, which provides low-bono immigrant legal services
- Network with local nonprofits and community leaders to stay current on existing and emerging needs of immigrants in Fairfield County
- Convene and represent FCCF at meetings focused on immigrants with nonprofit organizations, other funders and community leaders
- Work with marketing and communications team to increase media placements and publicity for the fund's programs and initiatives and serve as a media spokesperson
- Participate nationally in the philanthropic community to ensure that the fund's grant making reflects the best thinking of a broad community of grant makers

Asset Growth and Fund Development:

- Support development staff in executing an ambitious plan for asset development to grow the fund
- Educate and engage volunteers and donors on issues impacting immigrants
- Serve as relationship manager for key, aligned donors by creating and implementing individualized donor engagement plans to increase knowledge of the work and deepen relationships in partnership with development staff
- Prepare annual written grant reports for key, aligned donors in collaboration with development staff
- Provide relevant and timely information to the marketing team for the annual report, web site, news releases, newsletters and printed materials

Requirements

- Strong subject-matter expertise in issues impacting immigrant communities, including demonstrated leadership in promoting the economic, educational, physical, emotional, and/or social well being of immigrants in Fairfield County or beyond
- Increasingly responsible experience in program management, design and evaluation
- Excellent customer service and relationship-management skills, including experience managing complex internal and external relationships with a variety of constituencies (e.g. Board of Directors, Advisory Boards, government representatives, project partners, donors, etc.)

- Experience preparing and evaluating grant proposals and reports strongly preferred
- Outstanding written, verbal, presentation, computer, and project management skills
- Proven ability to work as a self-starter and team member
- Demonstrated ability to establish and lead initiatives, organize, prioritize and multitask
- Development experience, with track record of raising gifts from individuals, foundations and corporations, and through special events preferred
- Creative, strategic mindset with the ability to implement tactically and diplomatically
- Ability to be flexible and work comfortably in a fast-paced, changing and collaborative environment
- Commitment to the Foundation's values of diversity, equity, inclusion, collaboration and integrity
- Knowledge of Fairfield County NPOs, regional issues and communities preferred
- Experience with Microsoft Office suite, including Word, Power Point and Excel
- Ability to travel to community sites throughout Fairfield County, CT
- Bachelor's degree in a related field; Master's degree in a related field preferred

Fairfield County's Community Foundation respects diversity and accordingly is an equal opportunity employer that does not discriminate against employees or applicants because of race, color, religious creed, national origin, citizenship status, ancestry, age, disability or handicap, present or past history of mental disorder, sex, sexual orientation, marital status, gender identity or expression, veteran status, genetic information, or any other characteristic protected under applicable federal, state or local laws. We are dedicated to ensuring the fulfillment of this policy with respect to the recruitment, hiring, placement, promotion, transfer, training, compensation, and benefits of applicants and employees.