

Director, Education & Workforce Development

ABOUT US

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. We foster a vital and inclusive community where every individual has the opportunity to thrive. As we progress in our journey to close the opportunity gap, we anchor ourselves in our 2022 Strategic Plan. We seek to close the opportunity gap in Fairfield County by eliminating inequities in income, education, employment, housing, and health. Driven by community and resident voices, we will use our political and social capital to influence and dismantle inequitable and unjust systems and help build new, equitable, and just systems. We will work with our community, which includes residents as well as public, private, and nonprofit partners, to build an understanding of disparities and the reasons they exist, including racial history; create a shared affirmative vision of a fair, inclusive society; and build civic, cultural, economic, and political power by those most impacted by inequities and injustices.

Our work is guided by a commitment to five core values, which are diversity, equity, inclusion, collaboration and integrity. We are committed to fairness, racial equity and providing opportunity without bias. FCCF's staff has a commitment to embrace all aspects of our values and to celebrate them in the pursuit of our mission.

Individuals, families, corporations, and organizations can establish charitable funds or contribute to existing funds. FCCF is accredited with the National Standards for U.S. Community Foundations and has awarded over \$300 million in grants to nonprofits in Fairfield County and beyond.

THE POSITION OVERVIEW

The Program Director is responsible for strategic planning and management of a specific project and grants portfolio aimed at ensuring that 1) all Fairfield County students graduate with a high school degree and are prepared for post-secondary education and employment and 2) all Fairfield County older youth and young adults, in particular, have training and credentials that lead to meaningful career opportunities. This role includes building and maintaining relationships with strategic partners in education and workforce development; reviewing grant requests and making recommendations; monitoring specific grant awards; and working cross organizationally on advocacy, community and nonprofit capacity building, communications, and fundraising as it pertains to the education and workforce development portfolio.

The Program Director is a key member of the Community Impact team and reports to the foundation's Chief Community Impact Officer. They also serve as the primary staff liaison to the Thrive by 25 Advisory Council.

WHAT YOU WILL DO

Education & Workforce Development Grant Making

- Monitor alignment of Education and Workforce Development grant making with the FCCF strategic plan
- Conduct research and analysis to inform strategic grant making in Education and Workforce Development
- Proactively solicit, evaluate, and manage proposals that are aligned with FCCF's strategic plan and advance FCCF's short and long-term goals
- Provide timely, ongoing, and constructive feedback to applicants and grantees on the evaluation of grant requests and grant reports
- Recommend specific changes in grant making strategies indicated by analysis of performance metrics and other relevant factors
- Build working knowledge and professional relationships within the education and workforce development sectors and identify critical local and regional issues and trends

Education & Workforce Development Program Management

- Lead the development of a multi-year strategic plan to improve education and employment outcomes for youth and young adults in particular, including conducting relevant research and analysis
- Develop and refine metrics to evaluate the portfolio in collaboration with the foundation's data team
- Integrate, align, and advance the portfolio's work with the work of regional cradle-to-career and other systems change efforts, serving as primary staff liaison
- Work with the Manager of the Center for Nonprofit Excellence to design convening and technical assistance opportunities for portfolio grantees and related nonprofits to build their capacity
- Perform additional programmatic responsibilities as needed, which may include but is not limited to, budget preparation and management, project management and publishing reports and white papers

Board / External Relations

- Relay information regarding the foundation's grantmaking in the portfolio to the Community Impact Committee and Board of Directors
- Represent FCCF at community meetings, collaboratives and foundation professional association meetings as needed, sometimes in the evening or on weekends
- Assist with preparation of FCCF communications materials, such as the Annual Report, newsletters, and research reports

WHAT WE'RE LOOKING FOR

- Undergraduate degree in a related field required; Master's degree in a related field preferred
- Minimum five years of increasingly responsible nonprofit experience required, preferably in the program areas of education and/or workforce development (with an emphasis on youth and young adults)
- Grant making or grant seeking experience highly preferred
- Experience supervising staff
- Enthusiasm for the Community Foundation's mission and alignment with its equity values, as well as respect for the work of our nonprofit partners, and strong interest in Fairfield County regional issues and communities
- Demonstrated commitment to racial equity and diversity
- Knowledge of nonprofit best practices
- Demonstrated strong judgment, diplomacy, integrity, and initiative
- Ability to build relationships with diverse groups of stakeholders and gain consensus
- Outstanding written, verbal, computer and project management skills, including strong presentation and facilitation skills
- Ability to prioritize daily and long-term work assignments, meet deadlines, and manage ongoing, intensive paper flow and email communications
- Interest and ability in working with volunteers and volunteer committees
- Ability to work effectively both independently and in a team
- Ability to travel to community sites throughout Fairfield, New Haven and Hartford counties as well as occasionally to regional and national conferences. Availability to attend some evening and weekend events

FCCF 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.