

GULF COAST COMMUNITY FOUNDATION

Together with our donors, our team boldly and proactively transforms our region – and you can too.

For over 25 years, Gulf Coast Community Foundation has partnered with generous donors, dedicated community partners, and an innovative team of talented employees who are empowered to identify needs in our community and lead strategic efforts to transform them. Gulf Coast is headquartered in Venice, FL and has a Philanthropy Center in Sarasota, FL. The foundation has granted over \$510 million in health and human services, civic and economic development, education, arts and culture, and the environment. Gulf Coast was named one of the "Best Nonprofits To Work For" nationally. To learn more visit GulfCoastCF.org and follow us on Facebook at [@GulfCoastCommFnd](https://www.facebook.com/GulfCoastCommFnd).

Job Description: Vice President, Community Leadership

Reports to: President/CEO - Status: Full-time, Exempt

Salary Range: Annual salary range \$200,000 - \$250,000

To Apply: Send resume to: jointheteam@gulfcoastcf.org

The **Vice President of Community Leadership** is a strategic member of the Foundation's Leadership Team, responsible for developing and executing strategies to achieve Gulf Coast's vision of thriving communities with opportunities for all. This role builds strategic partnerships, manages substantial budgets, and leads the Community Leadership team. It oversees the Foundation's work in its five focus areas: arts and culture, civic and economic development, education, health and human services, and the environment, while overseeing grantmaking and advocacy strategies in affordable housing, mental health, water quality, and access to green spaces. Additionally, the Vice President leads major strategic initiatives, engages with external stakeholders, and acts as a spokesperson and convener on emerging regional issues.

Essential Duties and Responsibilities

Strategic Leadership and Community Engagement

- Provide leadership for Gulf Coast's role as a community convener and catalyst.
- Actively seek to design, develop, and participate in coalitions across the community.
- Represent Gulf Coast as a leader locally and regionally.
- Develop and implement foundation-wide community initiatives.
- Serve as a key contact to local organizations and a resource to nonprofits.
- Keep informed on philanthropic, social, community issues and innovative programs in the field.

Grant Management and Donor Relations

- Oversee the foundation's community grantmaking program.
- Oversee and support the design, assessment, and implementation of successful capacity-building partnerships and initiatives.
- Coordinate innovative approaches to educate donors on critical regional issues and needs.
- Advise donors on critical issues and effective strategies to achieve their charitable objectives.
- Keep informed of rules and regulations that affect Gulf Coast's grantmaking.

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Public Relations and Outreach

- Represent Gulf Coast by making public presentations and participating in community councils, advisory committees, and other civic and community events as appropriate.
- Serve as a spokesperson for the foundation on community leadership matters.
- Cultivate and strengthen relationships with community leaders, nonprofit organizations, and other stakeholders.

Board Management

- Partner with the President | CEO in managing community leadership activities of the Board of Directors.
- Identify opportunities for the Board to learn about community leadership work and champion it in the sector and throughout their networks.

Policy and Program Development

- Proactively lead the identification of emerging trends and issues that impact the foundation's mission and goals.
- Set strategic priorities, promote cross-team collaboration, and identify and approve new initiatives.
- Develop and refine the foundation's community leadership priorities and positions.
- In collaboration with the Director of Policy and Advocacy, understand the policy implications in the community. Develop and implement community strategies to address those policy implications and build community engagement.
- Develop and oversee evaluation and assessment tools and processes to measure program effectiveness and outcomes
- Design, implement, and evaluate new programs and initiatives to support the growth and expansion of the department.
- Staff Leadership and Talent Management
- Effectively manage and lead the community leadership team.
- Hire, train, supervise and evaluate the team.
- Lead, coach, develop, and retain a high-performance team in the implementation of the mission, vision, and organizational goals.
- In adherence to Gulf Coast policies and practices, establish job descriptions and an annual performance plan for staff. Conduct annual performance evaluations. Recommend employee compensation, based upon performance.
- Coach and mentor staff to continuously achieve higher levels of performance.

Evaluation and Reporting

- Establish metrics and benchmarks to assess the impact of community leadership initiatives.
- Track progress, evaluate outcomes, and adjust strategies as needed to achieve desired results.
- Prepare reports and presentations for internal stakeholders, board members, and donors.
- Communicate successes, challenges, and lessons learned to inform future community leadership efforts.

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Required Education and Experience

- Bachelor's degree in public administration, nonprofit management, policy, business, community services, or related fields, (master's degree preferred). Alternatively, a combination of relevant commensurate experience in initiative development, program management or policy-making or equivalent qualifications that furnish the essential skills and abilities required to fulfill the duties of the role will be considered.
- Five (5) years of experience in leading and supervising staff.
- Experience in the use of software programs, e.g. word processing, spreadsheet applications, presentation software, and database applications.
- Demonstrated ability to work collaboratively, build long-term relationships and represent the foundation to external audiences.
- Demonstrated success in creating a work environment where employees thrive and grow.

Preferred Qualifications

- Exceptional leader and collaborator with extensive experience (typically 10+ years) in leading programs in nonprofit and philanthropic entities.
- 10+ years of significant experience leading and managing people and processes within complex organizations, including managing teams to successfully reach their performance goals.
- Demonstrated ability to develop, implement, and/or monitor community engagement strategies that will advance the work of Gulf Coast Community Foundation's initiatives and areas of impact.
- Strong understanding of grantmaking processes and donor relations in a community foundation.

General Physical Requirements

- Sedentary work: exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently to move, transport, position, install or remove objects weighing up to 10 pounds across office or various outdoor locations.
- Sedentary work involves remaining in a stationary position most of the time. Occasional moving about and maneuvering objects. Occasionally moves items weighing up to 10 pounds, exerting over 10 pounds of force. Recurrent repetitive motion (such as typing) is involved in performing this role.

Working Conditions

- Travel to visit nonprofits, or attend events, often in the evenings and sometimes on weekends.
- The employee is not substantially exposed to adverse environmental conditions.
- Events may take place off-site and may necessitate exposure to weather elements.
- Ability to work remotely and from multiple locations as needed.

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WHY WORK AT GULF COAST COMMUNITY FOUNDATION?

EXPERIENCE - We are empowered to deliver an exceptional (+1) experience to our donors, nonprofit and community partners, Board of Directors, and colleagues. Our mission is Together with our donors, we transform our region through bold and proactive philanthropy.

WORKPLACE - Our hybrid workplace, digital communications, and open office space encourages interaction, communication, and collaboration. We create intentional opportunities for our team to connect to foster transparency, collaboration, and sharing of information.

CULTURE - Our cohesive culture is sustained through our high-trust environment where employees are encouraged to identify and develop knowledge and skills, take measured risks, and push boldly into the future. Our values are Integrity, Leadership, Collaboration, and Excellence.

TECHNOLOGY - We have integrated advanced technology and provide employees with the tools needed to succeed while working in a hybrid environment.

EXCELLENT AND AFFORDABLE STAFF BENEFITS

- **HYBRID WORK MODEL** that is highly collaborative and supportive of work-life balance
- **No-Cost Employee Health Insurance, Eligible for coverage on Day One** – PPO or HMO (with FSA), or HDHP (with HSA) or \$756.44 monthly allowance if externally insured (proof required); affordable dependent coverage offered with employer contribution toward total cost
- **No-Cost** telemedicine for our employees and their families
- **No-Cost** dental coverage for employees and their families with rollover benefits
- **No-Cost** Life, AD&D, Short-Term and Long-Term disability insurances
- Low-Cost vision coverage for employees and their dependents
- Low-Cost pet care discount plan
- Monthly allowance of \$150.00 toward cell phone utilization
- Travel and mileage reimbursement for work-related activities
- Health and wellness discount programs
- Supplemental insurances offered by Colonial
- Training and development opportunities, Staff retreats, Team building events, Family gatherings
- Free and confidential employee assistance program that offers employees and dependents a variety of tools, resources, and services to support their health, goals, and overall well-being.
- **SUBSTANTIAL LEAVE TIME** including **200 hours (or 25 days) of PTO annually**, no wait period (pro-rated for the current year), with rollover eligibility, **12 full-day and 2 half-day paid holidays**, modified medical and family leave, paid family leave, paid time off to vote and for poll volunteers
- **EXCEPTIONAL 401K PLAN** - **Up to 4% employer match** after 90 days; + discretionary contribution of up to an additional 5% following completion of 12 months of continuous employment

About the area: Gulf Coast is headquartered in Venice, Florida and our Philanthropy Center is in downtown Sarasota, Florida, both in Sarasota County. Sarasota County is on Florida's West coast, with miles of beautiful beaches along the Gulf of Mexico. Along with our beautiful beaches, no state income tax, and rapidly growing population, the area provides an idyllic opportunity to live and work in paradise.