



Job Opportunity at WCF

Community Investment Director

Job Title: Community Investment Director
Status: Part-Time (under 30 hours per week)
Reports to: Senior Community Investment Director

Purpose:

The Community Investment Director provides support for WCF's grant management and grant program functions, including grant review, grant records management and communications.

Essential Functions to do the job include:

Program Activities

- Evaluate and analyze grant requests and determine the relevance of the request within WCF's areas of interest
- Counsel grant seekers on funding requests and general information inquiries
- Conduct grant proposal reviews including site visits
- Develop and write funding evaluations and present them at Board meetings
- Review and track grantee requirements, including year-end reports
- Review follow-up reports and write evaluations on past-funded grants

Grant Management/Office Assistance

- Provide support to the Senior Investment Director and Operations Manager as needed
- Create and maintain grant files including *Foundant's GLM* web-based grant data system
- Perform "due diligence" reviews of prospective grantee organizations

Client and Community Relations

- Develop and coordinate external communications including publications, press releases, annual reports, social media and the Fund's website
- Attend public meetings and events to develop and maintain organizational visibility and accessibility for grantees and potential grant-seekers
- Seek broader information on grantees that will help inform the grant review process

Preferred Qualifications:

- Bachelor's degree or an equivalent combination of education and work experience in areas related to WCF's field of interest, evaluation or public administration
- Basic knowledge of Lincoln-area human service, arts & culture, education and civic & community agencies
- A high level of interviewing, investigative and/or evaluation skills
- Background in grant writing, grant management and/or grant review
- Excellent verbal and written communication skills
- Strong interpersonal skills in order to build trust and relationships with nonprofits and other funders
- Dedication to the Fund's practice of encouraging diversity, equity and inclusiveness

To apply, please submit a cover letter, resume, writing sample and references by May 1 either to info@woodscharitable.org or the address below.

Joan Stolle
Operations Manager
Woods Charitable Fund
1248 'O' Street, Suite 1130
Lincoln, Nebraska 68508

No phone calls, please.