

Director of Equity Initiatives

The Foundation for Enhancing Communities (TFEC) is searching for a Team Member for a newly created position responsible for developing, managing and implementing our community engagement activities and services as we focus on fostering opportunities for affecting positive change at the neighborhood level through efforts that are aligned with our Diversity, Equity, and Inclusion Strategic Plan.

Major Accountabilities:

- Reporting to and working directly with the President & Chief Executive Officer to identify and advance issues impacting TFEC's overarching goal of assisting residents of the diverse communities we serve to create and sustain opportunities to contribute and thrive.
- Serve as a thought leader with respect to the Community Impact Team around methodologies and best practices in authentic and effective community engagement.
- Develop and maintain strong, authentic relationships with grant seekers, grantees and students ensuring understanding of TFEC's Diversity, Equity, and Inclusion Strategic Plan, Goals, and Expectations.
- Create an outreach plan that aligns with the TFEC Diversity, Equity, and Inclusion Strategic Plan.
- Understand and effectively communicate TFEC's Mission, Vision, Core Values and Strategic Direction to external groups, including key stakeholders and intermediaries.
- Stay current on the processes and implementation activities related to the communities we serve.
- Identify strategic opportunities and connections between TFEC and the community.
- Identify new ideas and initiatives.
- Serve as a liaison for two-way communication of priorities and strategies between TFEC and the community.
- Provide and/or broker technical assistance to non-profit or resident-led organizations, including consultation on model development, partnership negotiations, leadership development and fund development.
- Work closely with the Community Impact Team to incorporate assessment components into program efforts to measure progress and impact and to establish a practice of continuous improvement
- Work closely with the Community Impact Team to identify and prioritize the knowledge and learning from TFEC's grantmaking and awarding of scholarships, networking, and convening.
- Provide TFEC Team support to the TFEC Diversity, Equity, and Inclusion Committee and assist with related reporting to the TFEC Board of Directors.

Qualifications:

- Bachelor's degree in social work, public administration, public policy, business administration, community organization or related field required
- Minimum five years of experience in non-profit community development, community organizing, community foundation, or government setting; 8 years preferred; specific training and/or certification in strategies and tactics of community organizing is a plus, though not required
- Experience in fields related to TFEC's mission, grantmaking and awarding of scholarships with demonstrated experience in strategy and program development
- Knowledge of current relevant theories and best practices in community building, outreach, community relations, capacity building, convening, and meeting facilitation
- Strong commitment to TFEC's Mission and Values
- Strong commitment to inclusive practices that support Diversity, Equity and Inclusion
- Solid understanding of, or direct experience working collaboratively with individuals from all sectors of the community
- Superior written and verbal communications skills
- Demonstrated ability to meet deadlines and adjust to changing and/or competing priorities
- Ability to work independently as well as in a collegial, mutually supportive Team environment
- Excellent interpersonal skills and ability to interact with a wide variety of people both internally and externally
- Flexibility and willingness to take on a variety of tasks, as is often required in small organizations

We offer a diverse and fulfilling work environment where being a part of a Team is non-negotiable. We offer a competitive salary and an outstanding benefits package. We are an equal opportunity employer.

Visit <https://www.tfec.org> for more information on our organization.

Applications should send a letter of interest and resume to dei@tfec.org Materials will not be accepted without salary requirements and three professional references.