

**Position Description**  
**Richmond Community Foundation**  
**Chief Community Investment Officer**

**Organization**

The Richmond Community Foundation (RCF) is a public charity through which individuals, families, civic groups and businesses carry out their charitable giving. RCF serves people who share a common interest—improving the quality of life in Richmond. Individuals, families, businesses, and organizations create charitable funds through RCF that help nonprofit organizations meet local challenges.

To learn more, please visit <http://www.richmondcf.org/>.

**Position**

The Chief Community Investment Officer reports to the President and CEO with responsibility for leading and managing the Richmond Community Foundation's initiatives and grant making strategies. This includes planning, strategy development and implementation of current and future initiatives. The Chief Community Investment Officer is a member of RCF's Executive Team and supports the vision and mission of the Foundation through the effective implementation of appropriate elements of the strategic plan. Collaborating with staff and key stakeholders from throughout the community, the Chief Community Investment Officer will facilitate the principles of collective impact to deliver successful outcomes that effect positive community change. The successful candidate will have a commitment to working effectively in a diverse community.

**Responsibilities**

**Community Leadership**

- Manage all aspects of the Foundation's community leadership role, including the evaluation and communication of impact.
- Collaborate with thought leaders to stage the annual '*Northern California Summit on Children and Youth*'.
- Coordinate the trainings offered to nonprofits by RCF in collaboration with the Foundation Center.
- Work with the President and CEO to plan and implement the Community Leadership Institute.
- Serve as a thought partner for community initiatives external to RCF.
- Represent the Richmond Community Foundation on local coalitions, collaborations and at community events as appropriate.
- Enhance RCF visibility in the community through public speaking and attendance at community meetings and charitable events.
- Communicate RCF developments (grant opportunities, trainings etc.) with community partners.

**Collective Impact Initiatives**

- Provide leadership for and management of local collective impact initiatives.
- Identify opportunities to partner with or involve other foundations in local initiatives.
- Build and expand strategic partnerships and collaborations with government, business, nonprofit organizations and community leaders to support key elements of local initiatives.
- Track emerging issues, prospective partners and new opportunities to further the mission of RCF.

**Grantmaking**

- Manage RCF's grants processes with the RCF Community Investment Committee of the Board.
- Provide recommendations to the President and CEO and the Chief Development Officer on opportunities for grants from Advised Funds and other donors.

**Qualifications**

- BA/BS degree, ideally with an MA in a related field.
- 5+ years of related professional experience.
- Strong leadership skills with the ability to motivate and engage diverse stakeholders to work collaboratively.
- Ability to work effectively with Board and Committee members, staff and volunteers.
- Excellent interpersonal and facilitation skills.
- Excellent oral and written communication with strong presentation skills.
- Demonstrated strength in analytics, project management and evaluation.
- Strong strategic planning and organizational skills.
- Ability to work independently and manage a variety of competing tasks.
- Demonstrated commitment to professional development through involvement in professional groups or associations.
- Demonstrated commitment to the values and mission of the Richmond Community Foundation.

**Salary/Benefits**

Salary is based on experience

This is an exempt position

Health benefits, vacation, sick leave and retirement options are provided

**Position will remain open until filled. Submit Cover Letter and Resume to:**

Pam Horan, Director of Finance and Administration, at [phoran@richmondcf.org](mailto:phoran@richmondcf.org).

*The Richmond Community Foundation is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, veteran status, physical or mental disability, or sexual orientation.*