



# Program Director, Capacity Building and Capital Campaigns

## POSITION DESCRIPTION

The Winston-Salem Foundation (WSF) is currently seeking to fill a new position of program director, capacity building and capital campaigns. The program director will provide oversight of the Foundation's capacity-building and capital campaign grant programs, as well as other smaller annual grant programs.

The position will report to the vice president, community investment and will work cooperatively with other Foundation staff.

## ABOUT THE WINSTON-SALEM FOUNDATION

*WSF is a nonprofit community foundation, comprised of over 1,500 funds, that assists people and organizations with their charitable giving, provides financial aid to college students, and provides Community Grants to nonprofit organizations in Forsyth County. WSF is the oldest foundation in North Carolina, and one of the oldest community foundations in the country.*

*The mission of The Winston-Salem Foundation is: **we inspire giving and link resources to action, strengthening Forsyth County- now and forever.***

*The vision of The Winston-Salem Foundation is: **a generous and trusting community where everyone is thriving.** The following values are essential to the work of The Winston-Salem Foundation:*

***Inclusion:*** *We practice and champion inclusion, honoring the strengths and experiences of all in our community.*

***Accountability:*** *We honor the intentions of our donors and partners and hold ourselves to the highest standards of ethics, service and stewardship.*

***Continuous Learning:*** *We are committed to learning and evolving with our community and our partners.*

## **DESCRIPTION OF KEY RESPONSIBILITIES:**

- **Oversee and manage the Foundation's capacity-building grants program and process**
  - Assist in integrating the Foundation's racial equity lens into the capacity-building program
  - Consult with prospective grantees and assist nonprofit organizations in their interactions with the Foundation in order to maximize their understanding of WSF and capacity building
  - Research and review capacity-building grant proposals; develop and present analyses of grant requests to WSF staff and Committee to ensure excellent stewardship of the Foundation's funds and maximum improvement for our community
  - Evaluate the Foundation's capacity-building program on an annual basis, reviewing policies and practices, and suggesting changes as needed
  - Coordinate collective capacity-building programs for the nonprofit sector when relevant
  - Monitor grants in process and review grants that have completed their grant period to determine if they have achieved their grant outcomes
  - Prepare written and other necessary materials for Foundation subcommittees that summarize recommendations for their consideration
  - Maintain a relationship with capacity-building providers such as HandsOn NWNC to ensure knowledge and connection on capacity-building issues and opportunities for the nonprofit sector
- **Oversee and manage the Foundation's capital campaign grant program and process**
  - Serve as secretary of the Campaign Coordinating Committee (CCC), convening meetings of the CCC and assisting organizations in navigating the calendar process
  - Represent the Foundation on the CCC
  - Consult with prospective grantees and assist nonprofit organizations in their applications for capital campaign funding from the Foundation
  - Research and review capital campaign grant proposals; develop and present analyses of grant requests to WSF staff and Committee to ensure excellent stewardship of the Foundation's funds and maximum improvement for our community
- **Administer other grantmaking funds**
  - Oversee the Foundation's annual teacher grants processes in Forsyth County, Wilkes County, and Mount Airy
  - Oversee annual processes for specialized grantmaking funds such as the Elkin Funds, which may include convening committees, preparing grant materials, and working with nonprofit organizations
  - Coordinate request-for-proposals processes for restricted grantmaking funds as needed, which may include developing priorities/guidelines, marketing grant opportunities, and conducting due diligence on requests
- **Supervise the grants manager**
- **Plan and execute nonprofit networking events**
- **Oversee the various technology systems used in grantmaking including databases and online application systems**

- Keep the community, Foundation Committee/subcommittees, and other Foundation staff members informed about the Foundation's responsive grant programs; make occasional presentations on grants-related topics
- Represent WSF by serving on community committees/boards and attending Foundation, community, and grantee events as appropriate
- Maintain contact with local organizations and keep informed on community issues and events
- Work collaboratively with Philanthropic Services to administer the Grantmaking Partners program and effectively steward donors
- Partner with WSF staff on tasks that concern the broad agenda of WSF's work in order to ensure that decisions are made with diverse input to benefit a common good
- Attend regular staff meetings and other internal meetings
- Perform other duties as assigned

## **QUALIFICATIONS**

- Commitment to the Foundation's values
- At least five years of paid work experience in the nonprofit sector; grantmaking and supervisory experience preferred
- Thorough understanding of nonprofit capacity building
- Excellent written and oral communication skills
- Appreciation for highly process-oriented work
- Familiarity with technology, including databases, and the ability to learn and adopt new computer programs, and effectively integrate that technology into daily work
- Superior organizational skills
- Project management skills
- Commitment to continuous improvement
- Understanding of and commitment to racial equity
- Ability to act independently
- Ability to design systems and processes to increase effectiveness and efficiency of the Foundation's capacity-building and capital campaign programs
- Well-developed research skills; the ability to synthesize new information readily
- Keen conceptual, analytical, and critical thinking skills; an inquisitive nature
- Ability to interact respectfully with people of diverse backgrounds, perspectives, and cultures
- Ability to manage multiple tasks and timetables while maintaining focus
- Personal commitment to and involvement in the Forsyth County community (strong preference for candidates who reside in or plan to relocate to Forsyth County)

Salary range is \$58,000 - \$63,000. Benefits include paid vacation, holidays, and sick leave. Health insurance, life insurance, dental insurance, and short-term and long-term disability insurance begin the first of the month following 30 days of employment. Eligibility for the defined benefit retirement plan begins after one year of service. Other optional benefits include a flexible benefit plan, supplemental insurance with AFLAC, employee supplemental retirement plan, charitable match program, and tuition and fee reimbursement.

The Winston-Salem Foundation is committed to building a staff that reflects our community and encourages applications from a diverse candidate pool.

**Apply online by April 30 at [www.wsfoundation.org/careers](http://www.wsfoundation.org/careers)**