POSITION: Full-time Exempt
DEPARTMENT: Community Impact
REPORTS TO: VP, Community Impact

The Community Foundation for Greater Atlanta works to inspire and lead our region toward equity and shared prosperity for all who call our region home. We work with a shared commitment to community working with residents, neighborhoods and civic leaders across public, private and philanthropic sectors to seize the greatest opportunities and solve the region’s most pressing challenges.

Reporting to the Vice President, Community Impact, the Director, Operations, Research and Evaluation is responsible for all operations for department grantmaking and scholarships, including designing and implementing efforts for streamlined, efficient and equitable operations that appropriately leverage technology. In addition, they will play a pivotal role in shaping and guiding the trajectory of the Foundations’ evaluation and research work. A successful candidate has an entrepreneurial mindset with the demonstrated ability to create and maintain user-designed systems, and use data to inform grantmaking strategy. They will be a strong people leader, with the ability to lead a team as well as collaborate with and influence a variety of internal stakeholders. Finally, they will have a demonstrated commitment to leading with equity.

Essential Functions of the Position:

Grant Operation Systems:
- Set vision, strategic direction and goals for department operations to significantly improve process efficiencies and staff experience within the context of the Foundation’s TogetherATL strategic plan
- Provide regular and timely reporting on programmatic, operational and financial information, to maximize effectiveness and efficiency
- Design, build, scale and improve operation systems, including:
  - Grants management process and system; documenting and improving process and workflow for all discretionary grantmaking across functional teams
  - Scholarship operations system; documenting and improving process and workflow for all donor scholarship programs
- Serve as business owner for department-focused IT integration and implementation efforts, including:
  - Implementing new scholarship IT platform and driving related process updates and change management
  - Selection and implementation of new grants management IT platform, process updates and change management
  - Partner with IT for long-term systems support and improvements, including the ongoing use and adoption of technology to streamline the grantmaking life cycle
  - As needed, manage other strategic and critical projects through the solution delivery life cycle
- Collaborate with Senior Leadership Team and partner departments in optimizing and building efficiencies into all department operations and telling the story of the Foundation’s impact

Research and Evaluation:
- Design, build, scale and improve data management system, including:
  - Design metrics and build related processes, system and rigor for tracking grantmaking and scholarship metrics
  - Analyze and report metrics and impact to institutional and key donors
- Conduct research and evaluation, including:
  - Use metrics and external research to evaluate effectiveness and inform initiatives of the Foundation’s TogetherATL strategy
Stay current on industry best practices, capture and codify for learning and to integrate into broader day to day operations
- Identify public policy work needed for support of strategic initiatives and grantmaking
- Represent the Foundation in local and national organizations, collaboratives and professional networks related to effective philanthropy

**Team Leadership and Management:**
- Serve as one of several senior leaders of the Community Impact team and Foundation, supporting overall culture goals of both the organization and team
- Manage operations and research team, including grants manager and grants associate, research and policy manager, and in some cases external vendors and/or temporary employees
- Develop and maintain a high-performing and cohesive team of employees, and on occasion contractors. This includes recruiting, hiring, orienting, coaching and providing on-going feedback; performance planning, evaluation and professional development; recommendations for career development discussions and mentoring
- Provide trainings and opportunities for learning across the Foundation team, developing relevant learnings that strengthen the Foundation’s TogetherATL strategy

**Experience & Skills:**
8+ years professional experience related to the duties and responsibilities outlined in this profile and Bachelor’s degree or higher. Among other assets of interest, the Community Foundation will be attracted to leaders who embody the following:
- A community perspective informed by both lived experience and professional engagement; possess an asset-based view on community
- A clear commitment to equity of opportunity, supported by a record of impact in areas relevant to the Foundation’s evolving strategy, as well as a genuine respect for diversity, equity and inclusion
- A highly collaborative and collegial team player who listens and communicates well
- Demonstrated leadership skills and ability to manage and motivate a team to achieve peak performance and engagement
- Flexible, resourceful, creative self-starter able to prioritize and manage multiple tasks and competing priorities and to use data in decision-making processes
- Excellent written and oral communication skills; ability to distill and explain complex information, data and technical details to a multiplicity of audiences and partners
- Good problem-solving skills with a willingness to be flexible and proactive in a fast-paced workplace
- Strong strategic, creative and critical thinking skills using a diverse set of approaches and sources of insight and data
- Experience with the operations of nonprofit organizations, including budgeting, board and staff development, administrative and management systems
- Proficiency in Microsoft Office Suite including Outlook, Excel, PowerPoint and Word. Experience in use of grant and scholarship systems, e.g., Foundant, Raiser’s Edge, Salesforce, Donor Central, FIMS and other Blackbaud philanthropy products preferred.

**Other:**
All employees are required to be fully vaccinated against COVID-19 (medical and religious exemption accommodation possible) within 30 days of hire.

The Community Foundation operates in a hybrid working environment with staff working in-office three days per week and the opportunity to work two days remote per week if in good standing.

**Compensation:**
To be determined based upon experience and qualifications within the anticipated salary range of $130,000-$150,000. This position is exempt and employee is eligible for the Foundation’s competitive health and benefits plan.
To Apply:
Please submit your resume for consideration to hr@cfgreateratlanta.org with the subject line of “Director OR&E”.

The Community Foundation for Greater Atlanta provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Community Foundation for Greater Atlanta values diversity, equity and inclusion; therefore we honor the diverse needs, strengths, voices, and backgrounds of all individuals in our regional community.