Job Description

Title: Senior Vice President, Civic Leadership Programs & Initiatives
Division/Department: Community Programs & Civic Leadership

Reporting To: Executive Vice President, Community Programs & Civic Leadership

FLSA Classification: Exempt Non-Exempt

Employment Type: Full Time Part Time Intern Contract

POSITION SUMMARY
Responsible for assisting the EVP-Community Programs and Civic Leadership in all aspects of the Robinson Center for Civic Leadership’s activities. The SVP will help develop the Center’s overall strategy, conduct and/or oversee research regarding potential (and/or expansion of current) initiatives, establish appropriate initiative goals and objectives, convene stakeholders, monitor progress and communicate results to the community.

DUTIES & RESPONSIBILITIES

Strategy and Leadership
- Assists with development and implementation of the overall Community Programs and Civic Leadership strategic plan, with primary responsibility for integration of civic leadership activities.
- Leads development of civic leadership initiative plan and approval process.
- Conducts research, analyzes and makes recommendations regarding new and/or existing civic leadership initiatives.
- Assists with planning, resourcing and implementation of civic leadership initiatives, including development of key objectives, goals and benchmarks.
- Designs protocols for Foundation-initiated civic leadership projects.
- Convenes planning committees of community leaders and experts, as appropriate.
- Continuously monitors progress of initiatives and tracks against objectives, goals and benchmarks.
- Develops and manages relationships with FFTC internal and external stakeholders, as well as other interested parties.
- Works closely with other FFTC departments to ensure successful collaboration and leveraging of resources.
- Ensures accountability of contracted individuals/organizations/agencies including establishing specific goals and objectives; overseeing administrative aspects of contract management; and ensuring effective reporting and accountability.

Communications and Community Engagement
- Assists with the development and execution of civic leadership communications designed to educate the general public and key stakeholders about Center activities and increase opportunities for community engagement in Center initiatives.
- Develops and maintains civic leadership web and social media presence, including the evaluation and utilization of existing and/or new social networking tools, e-advocacy campaigns, online tools and resources, online communications vehicles, etc.
• Organizes task force/board meetings, community sessions, convenings and events.
• Represents FFTC at community meetings, convenings, conferences, public events, etc.

Additional Responsibilities
• Works with Development staff to fully integrate civic leadership activities with FFTC’s broader development strategy and key fundraising activities.
• If applicable, develops civic leadership grants programs including creation of grant strategy and guidelines, review of applications, and administration of grant decision process and notification, as needed.
• Reports as needed to Management team and/or FFTC staff, FFTC Governing Board and affiliate boards.
• Assists FFTC Community Programs and Civic Leadership team, as needed, with other grants programs, including grant application distribution and review, summarization of information, correspondence with grantees, production of award and decline letters and evaluations.
• Provides support when requested for all Foundation activities.

JOB QUALIFICATIONS
• Bachelor’s degree required.
• Graduate degree preferred (JD, MBA, MPA, or other relevant degree).
• Minimum 8-10 years’ experience in a philanthropic/nonprofit organization, financial organization or community affairs.
• Previous experience managing projects.
• Familiarity with the greater Charlotte region, its communities, critical issues, key organizations, civic leaders, resources, etc.
• Superior communication skills, including verbal, written and presentation skills.
• Proven track record and career history that demonstrates strong management skills and the ability to succeed in a complex operating environment.
• Excellent communication skills, both oral and written with previous experience in relationship management.
• Excellent computer skills including working knowledge of Microsoft Office applications including Microsoft Project and database applications.
• General ability to perform the essential functions and overall physical and mental requirements of this position, including stamina to perform tasks over extended periods.
• Occasionally moving about to accomplish tasks or moving from one worksite and/or workstation to another.

This job description is not designed to cover or contain comprehensive listing of activities, duties or responsibilities that are required for the position. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

POSITION SPECIFIC COMPETENCIES
Select from the following position-specific competencies. Please limit the total number of competencies to 10 or less.

All Employees: 

Executive Team: Leadership

All Supervisors: Delegating Responsibility & Empowering Employees

× Communication & Interpersonal Skills
× Strategic Thinking
× Delegating Responsibility & Empowering Employees
× Managing Employee Performance
× Ensures Consistent Policies & Practices