Title: Vice President, Board Management  
Division/Department: Community Programs & Civic Leadership  

Reporting To (title): Senior Vice President, Community Programs  

FLSA Classification: Exempt  
Employment Type: Full Time  

POSITION SUMMARY  
The Vice President, Board Management sets strategy and implements board processes and grantmaking activities across the Foundation’s regional affiliate boards, as well as a select portfolio of other grants programs. This senior affiliate team member will work in conjunction with the staff team (including direct reports) to provide a high level of client service across the region. Several regional affiliate boards will be supported directly by this position, as well as other grantmaking boards and committees as designated. This position also responds to community requests for information about the Foundation and cultivates key individual, community and organizational relationships.

DUTIES & RESPONSIBILITIES

- Provides leadership and direction for the affiliate program to support effective board practices and grantmaking strategies including:
  - Working with a cross-functional team to plan and execute board and grantmaking activities
  - Planning and coordinating topics and agendas for affiliate board chair meetings
  - Leading annual planning efforts for boards including master affiliate calendar, board development strategies and grants cycles
  - Creating and maintaining annual budget for affiliates outside of Mecklenburg County
  - Manages affiliate communications, website content, and marketing materials
- Supports assigned grantmaking boards and committee efforts directly to include:
  - Working with board and committee chairs to develop agendas and provide materials to support annual activities
  - Assisting boards during yearly grant cycles by reviewing proposals, facilitating decision-making, conducting site visits (as needed) and preparing written summaries and analyses of grant applications
  - Monitors and tracks board/grant committee funds and endowments and provides timely updates on financials;
  - Supporting board efforts, including nominations processes, board policies and board development
  - Ensuring effective communication with grant applicants and grantees and serves as the Foundation’s principal contact with grantees funded within the assigned grant program
• Designs, implements and supervises a monitoring process for grants and special projects; assures that all pre-grant and open grant management requirements are met, including review of progress and expenditure reports, as needed
• Develops in-depth knowledge of regional opportunities, including current issues, key resources and organizations, and a clear understanding of how they may compliment the Foundation’s overall interests
• Pursues opportunities for cross-region/sector/team integration of programs and initiatives
• Participates in development of civic leadership initiatives, including opportunities to leverage affiliate boards and resources, as appropriate
• Works with philanthropic advancement team to fully integrate development activities with affiliate board processes
• Supervises assigned direct reports and works to develop skills and competencies; maintains high morale, team retention and productivity; accountable for required managerial tasks

Additional Responsibilities:
• Serves in a leadership capacity on cross-functional teams while undertaking strategic projects supporting the Community Programs and Civic Leadership team
• Tracks and monitors grants received for FFTC use or to benefit funds to streamline the reporting process
• Encourages training and professional development opportunities
• Provides support when requested for all Foundation activities, and inter/intra-departmental projects
• Other duties as assigned

**JOB QUALIFICATIONS**

**Education and Experience:**
• Bachelor’s degree required with relevant professional experience of not less than five years
• Previous experience managing volunteers
• Grant seeking and/or grant administration experience
• Managerial experience leading teams, either directly or through influence
• Familiarity with the greater Charlotte region, surrounding counties, its communities, its critical issues, key organizations, civic leaders, and resources
• Enjoys working in a fast-paced environment with a high achieving and supportive team

**Skills and Abilities:**
• Superior communication skills, including verbal, written and presentation skills
• Commitment to a high level of service and exceeding expectations for internal and external clients
• Ability to relate with diverse populations and constituent groups
• Sound team leadership and managerial skills
• Travel approximately 50% of the time across the 13-county regions we serve
• 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 a 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:**
- [x] Communication & Interpersonal Skills

**Executive Team:**
- [ ] Leadership
- [ ] Strategic Thinking
- [ ] Fiscal Stewardship

**All Supervisors:**
- [x] Delegating Responsibility & Empowering Employees
- [x] Managing Employee Performance
- [x] Ensures Consistent Policies & Practices

**General:**
- [x] Affiliate Management
- [x] Budgeting & Cost Awareness
- [ ] Building Organizational Commitment
- [ ] Building Team Environment
- [ ] Client Records
- [ ] Concern for Employee Satisfaction
- [ ] Customer Skills
- [ ] Dependability
- [ ] Ensures Proper Training in New Technologies
- [ ] Entrepreneurial Orientation
- [ ] Equipment Skills
- [x] Fund Management
- [ ] Implementing New Technologies
- [x] Initiative
- [x] Innovative Thinking
- [ ] Job Skills
- [x] Managing Meetings
- [x] Managing Multiple Priorities
- [ ] Meeting Targets
- [x] Presentation Skills
- [ ] Product Knowledge
- [ ] Productivity
- [ ] Project Management
- [ ] Quality of Work
- [x] Relationship Building/Networking
- [ ] Results Oriented
- [ ] Technical Skills
- [ ] Time Management
- [ ] Training & Development
- [ ] Writing Skills