



JOB DESCRIPTION

JOB POSITION TITLE: Director of Community Investments

Reports to: Chief Operations Officer

FLSA Status: Salaried Exempt

Version: v1

Location: This position is located **on-site** at Foundation offices and the Center for Health Equity.

Position Overview:

The Director of Community Investments leads the Foundation's strategy for deploying resources, grants and other investment tools to advance health equity and community impact. The role goes beyond administering the grant lifecycle and grant compliance: it is responsible for helping to shape the Foundation's community investment strategy, designing and stewarding a portfolio of funded partnerships and initiatives, and identifying and recommending the mix of funding mechanisms best suited to advance the Foundation's goals.

The Director of Community Investments reports to the Chief Operations Officer, supervises the Grants Program Associates, and collaborates closely with other members of the Foundation team, Foundation leadership, and external partners.

Responsibilities:

Community Investment Strategy & Portfolio Leadership

- Develop and recommend the Foundation's Community Investment Strategy and lead its implementation in alignment with the Foundation's mission and strategic priorities.
- Build and steward a portfolio-level view of the Foundation's funded partnerships and initiatives, evaluating collective impact and alignment with strategic priorities.
- Identify, evaluate, and recommend the range of investment mechanisms that are best suited to advance specific community outcomes.
- Advise Foundation leadership on community investment strategy, portfolio performance, and emerging opportunities in the funding landscape.
- Collaborate with identified philanthropic partners to leverage funding and impact through participation on councils, coalitions, boards, and taskforces that advance the Foundation's goals.
- Lead and facilitate convenings that support portfolio and lifecycle management, multi-sector collaboration, ideation, and connection.

Grantmaking & Investment Lifecycle Management

- Direct all aspects of the grantmaking cycle, including RFP development, applicant technical assistance, selection criteria, application review, funding recommendations, award issuance, payment schedules, and record maintenance.
- Direct a centralized approach to grantmaking and investment systems, policies, and processes that are optimized for innovative, strategic deployment of resources and support the goals of the Foundation.

- Supervise, coach and set priorities for the Grants Team.
- Manage vendor relationships related to grantmaking and community investments to ensure oversight and timely processing.

Compliance & Reporting

- Maintain grantmaking controls and coordinate with Finance, leadership, and legal counsel to support compliance with Board authorizations, Foundation policies, applicable IRS requirements, and reporting obligations.
 - 990-PF Reporting: Provide timely and accurate data to Finance for the annual preparation of Form 990-PF.
 - Ensure Funded Partner Reports are completed in a timely manner.
 - Perform Funded Partner Monitoring as prescribed.
- Work closely with the Foundation's Research, Evaluation and Learning team to streamline collection of grant, investment, evaluation, and learning data.
- Create regular reports for internal and external audiences that showcase portfolio and funded partner impact.
- Other duties and special projects as assigned.

Qualifications and Skills:

- Bachelor's degree with strong experience in relevant work required. Master's degree in social justice, human service delivery, or a related field preferred.
- Experience in social justice, human rights, or other health equity work preferred.
- Ten or more years of progressively responsible experience in nonprofit management, program design, or a related field, including at least three years of direct grants management experience.
- Demonstrated experience applying strategic, portfolio-level thinking to develop and execute funding approaches and evaluate opportunities in alignment with organizational priorities.
- Demonstrated ability to think critically, adapt to changing priorities, and manage multiple complex projects from planning through implementation.
- Strong communication, relationship management, facilitation, and public-speaking skills, with the ability to engage effectively with community partners and varied audiences.
- Proficiency with grantmaking systems and Microsoft Office required. Experience with Fluxx or comparable grant management platforms preferred.
- Ability to work from Foundation offices in St. Petersburg.
- Ability to work occasional evenings or weekends for Foundation events or other business needs, typically a few times per year.