PROJECT DIRECTOR, PONTIAC FUNDERS COLLABORATIVE

The Project Director, Pontiac Funders Collaborative will provide leadership, management and guidance in support of this place-based initiative for a three-year period. The Project Director will be an employee of the Community Foundation, supported by a collaborative of regional funders, and help the Pontiac Funders Collaborative to develop partnerships and projects that support the community of Pontiac in co-creating sustainable community strategies. The successful candidate will have the responsibility for implementing the mission/vision of the funder collaborative, leading through continuous strategic thinking, managing implementation, projecting the distinct goals of the initiative and measuring outcomes. The Project Director shall supervise other consultants to support Pontiac-based activities.

We are looking for a creative leader with a passion for community development, relationship building, and communication skills that build trust and inspire action with diverse groups. The candidate for the position must have a commitment to equity and authentic community engagement.

RESPONSIBILITIES INCLUDE

• Serve as an external presence and spokesperson, representing mission and purpose of the Community Foundation and Pontiac Funders Collaborative.
• Provide leadership to the Funders Advisory Committee, Community Foundation staff, grantees and other partners in carrying out the mission; pursue the objectives that are established and develop responses to opportunities and challenges that arise.
• Work comfortably with diverse philanthropic approaches, including strategic and proactive grantmaking, collaborative efforts, and capacity-building; explore new intellectual frameworks and innovative ways of addressing issues, cutting across traditional boundaries of thought and action.
• Reach out to and engage diverse people and communities within Pontiac and surrounding areas.
• Cultivate, network and solicit engagement with the initiative from public and private resources.
• Secure needed financial resources in collaboration with the Community Foundation.
• Manage external communication efforts in collaboration with Funders Advisory Council and the Community Foundation, assuring an appropriate level of public visibility for program aims by effective speaking and writing using both traditional media and new technologies.
• Manage the grant processes for strategic investments of the collaborative.
• Supervise project consultants and ensure deliverables being met.
• Provide public leadership on critical issues related to the goals and objectives of the initiative.
• Coordinate and manage the Funders Advisory Council and any subcommittees established.

QUALIFICATIONS

• Bachelor’s degree; relevant backgrounds may include planning, public administration, business, economics, etc.
• Demonstrated domain expertise and ability to lead strategy development.
• Ten years of progressively more responsible experience in philanthropy or related community-based field.
• Extensive project management and program development experience, prioritizing multiple projects within tight deadlines.
• Strong knowledge of the nonprofit sector and experience in leading and facilitating community coalitions.
• Demonstrated ability to establish and maintain effective relationships with persons of diverse backgrounds and organizations throughout the Southeast Michigan community.
• Experience in communicating in a persuasive, credible manner, in person, in digital settings, and in writing and presentations.
• Experience in the management and supervision of staff
• Technology skills and the ability to apply software knowledge with computer proficiency in all Microsoft components
• Some travel required, primarily within Southeast Michigan. Some domestic travel may be required for job training and professional development.

TO APPLY

Send your cover letter, resume and salary requirements to Nancy Davies, human resources director at: careeropportunities@cfsem.org.