

Director of Programs and



Grantmaking

Cambridge Community Foundation

Founded in 1916 as one of the first community foundations in the nation, the [Cambridge Community Foundation](#) (CCF) remains committed to serving as a vehicle for social change in the city of Cambridge. As a civic leader, philanthropic partner, and grant-making nonprofit, the Foundation highlights emerging and critical needs and catalyzes efforts to ensure that resources are focused where they can have the greatest impact. Harnessing the power of philanthropy, CCF advances its visionary goals of shared prosperity, social equity, and cultural richness for Cambridge and its residents.

To lead and support its meaningful work, CCF seeks a dynamic, mission-centric Director of Programs and Grantmaking to help build, shape, and implement a bold, ambitious, community impact strategy through grantmaking, civic leadership, and philanthropic partnership. Working as a thought partner to the Foundation's president, guided by its recent research report, [Equity & Innovation Cities: The Case of Cambridge](#), the Director will help drive efforts to address a range of critical issues in Cambridge, including income inequality and job loss, food insecurity, and the digital divide, exacerbated by the COVID-19 pandemic.

Position Summary:

The Director of Programs and Grantmaking is charged with leading and overseeing the strategic development and implementation of all program functions for existing and new areas of grantmaking and community impact. He/She/They will lead the development of programmatic agendas for CCF, working in deep collaboration with the community and across the nonprofit ecosystem. Together with the Foundation's program, communications, development, and distribution committees, the Director will foster a mission-driven, mutually supportive environment that advances the organization as a whole. Primary responsibilities include grantmaking and strategy, civic and community engagement, and support of the nonprofit sector.

Ideal Candidate:

The ideal candidate is a seasoned and mature leader with demonstrated experience in the philanthropic, private, public and/or nonprofit sectors; and skilled in program development and management, including strategic planning, project management, financial oversight, and impact assessment. Other criteria include: excellent analytical, problem-solving and reasoning skills; solid organizational and time-management skills, able to consistently deliver on established schedules, guidelines, and deadlines; superb written and oral communication skills, including strong presentation and facilitation skills, and the ability to foster productive relationships with a diverse population. This individual is a team player and collaborator who works well in a fast-paced, hands-on environment; has a deep-rooted personal interest in/commitment to working in a diverse and inclusive environment that places a high value on equity; and is committed to fostering a positive workplace culture of collaboration and respect.

Qualifications:

A Bachelor's degree in a relevant field or equivalent experience with 8 years' progressive experience in community organizing, public policy, social work, public education, urban planning/community development, or related field; lived experience and understanding of diverse communities; proficiency in Microsoft Office and data systems. *EOE M/F/VET/DISABILITY/GENDER IDENTITY/SEXUAL ORIENTATION*

Send letter of introduction and resume to CCF@eesrecruit.com.