



**LEGACY**  
FOUNDATION

Lake County's Community Foundation

370 E. 84th Drive, Suite 100  
Merrillville, IN 46410  
219.736.1880  
www.legacyfdn.org

## **Legacy Foundation Community Impact Director**

The Community Impact Director will lead development, implementation, and evaluation of the Foundation's community investments and engagement. This person will be an experienced change maker, and a leader within the Foundation and in the philanthropic, nonprofit, civic and social sectors in the region and beyond. This position will be responsible for implementing grant-making and programs that deepen the Foundation's impact in Lake County communities, as well as connecting with and inspiring the Foundation's donors. This position will also be responsible for building an evaluation framework that monitors and communicates our progress.

### **Qualifications and Desired Skills**

#### Professional/Technical Abilities

- Strong operational, community engagement, community development, non-profit, advocacy, and management experience.
- Fluency with data and evaluation, including the development and utilization of metrics to assess social impact and return on investment.
- Familiarity with grant management, including foundation, corporate, and government funding.
- At least 8 years of professional experience, including at least 5 years in the non-profit, philanthropy, or community organizing sector at a leadership level.
- Proven experience implementing strategic plans, operationalizing values, vision, and strategies to achieve priorities, change management, and goals.
- Strong public speaking and written communication skills, including giving presentations and writing/editing reports and correspondence, with the ability to be an effective spokesperson for Legacy Foundation in the community.
- Technologically adept with a comfort, familiarity and/or ability to learn and utilize a variety of computer applications as well as grants management systems.
- Track record of building trusting relationships and working effectively across different settings, communities, and issues, with people of diverse backgrounds, perspectives, and cultures.
- An understanding of inclusion, diversity, equity, and accessibility (IDEA) principles and practices and a commitment to incorporating them into internal and external work.
- Bachelor's Degree in a related field required, Master's level strongly preferred.
- Required knowledge of grant writing, grant compliance, fundraising, program management, program evaluation, and basic accounting.

#### Personal Characteristics

- Open-minded, innovative, collaborative, creative thinker with excellent strategic thinking, relationship building, and planning skills.
- Commitment to serve the community and work in a not-for-profit environment.
- Remains flexible and successful within changing environments and demands.
- Exercises good judgment and decision-making capabilities.
- Ability to attend evening and weekend events required.

## **Duties and Responsibilities**

### Impact and Evaluation

- Lead inclusive, collaborative, and efficient internal processes around grantmaking, process/systems improvement, and collection of data, metrics, and evaluation.
- Create flexible systems by which we use data and metrics to both inform our strategies and evaluate the impact of our work. Partner with Marketing and Communications Manager to communicate the results to the Foundation's internal and external stakeholders.
- Oversee grantmaking, including non-profit capacity building and program support, ensuring there is alignment with organizational values and impact goals.
- Oversee implementation of awarded grants, including site visits and compliance follow up.
- Advance an inspiring and effective strategy that identifies opportunities and deploys resources for community investments in support of Legacy Foundation's mission and long-term goals.
- Coordinates with the grants committee in the implementation of grant administration, ensuring that donor interests and preferences are respected.
- Understand and articulate evolving needs in the region.
- Lead all aspects of impact, programs/initiatives, and grants, especially as they relate to community leadership and donor engagement at the Foundation.
- Manage compliance with National Standards for U.S. Community Foundations.
- Assist with fundraising, especially when it relates to community impact.
- Prepare program updates with quantitative and qualitative information for Board meetings.

### Management and Leadership

- Lead a high performing team of 3 direct reports, ensuring success in areas of community development, grants, and scholarships.
- Identify collaborative opportunities, including the engagement of donor-advised funds in aligned giving opportunities.
- Identify potential high impact initiatives in which Legacy Foundation could play an appropriate philanthropic, convening, and/or coordinating role.
- Provide one-on-one advice and consultation to nonprofits as needed.
- Serve as a resource for fund advisors to cultivate donor engagement and investment.

### Community Engagement

- Maintain a broad understanding of trends and needs in the regional and national philanthropic ecosystem.
- Build and maintain relationships with colleagues in local philanthropy, donors, government, nonprofit sector, community partners, residents, and business community.
- Expand and leverage national funder relationships and apply for grant opportunities to bring more funding to the Lake County region in alignment with our goals, strategies, and areas of focus.
- In cooperation with CEO and Donor Engagement Director, support revenue-generating activities and efforts to deliver donor education and engagement strategies. Represent Legacy Foundation in coalitions, collaborations, professional networks, and at community events.

## **Working Conditions**

### Physical Demands

Sitting, standing, walking, and lifting. Acute verbal, hearing, and visual senses required for communication. Work environment includes various locations in office and public. Manual dexterity and visual capability to use computer, audio/visual and general office equipment.

## **Additional Information**

- Location: Work in office, Merrillville, Indiana
- Hours: Monday-Friday, 9:00 AM - 5:00 PM
- Payroll Status: Salary
- Overtime Class: Exempt
- Position: At Will
- Reports to: Interim President and/or President/CEO

**Submit cover letter and resume by July 31, 2022, to [legacy@legacyfdn.org](mailto:legacy@legacyfdn.org).**

**Must be fully vaccinated against the COVID-19 virus to apply. Proof of vaccination will be required upon hiring.**

*This job description is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties and responsibilities may be assigned.*

*Legacy Foundation is an equal employment opportunity employer. We encourage all persons of diverse backgrounds to apply. All employment is decided on the basis of qualifications, merit and business needs.*