



# COMMUNITY FOUNDATION TAMPA BAY

<b>JOB TITLE:</b>	Director, LEAP Tampa Bay College Access Network
<b>REPORTS TO:</b>	Senior Vice President, Community Impact
<b>EMPLOYMENT TYPE:</b>	Full-Time
<b>STATUS:</b>	Salary; Exempt
<b>HOURS:</b>	40 hours per week
<b>SCHEDULE:</b>	Monday – Friday; 8:30 AM – 5:00 PM
<b>LOCATION:</b>	Tampa, FL 33607
<b>FLEXIBLE WORK LOCATION:</b>	Eligible (In Office & Remote)
<b>TRAVEL:</b>	Local travel required

## **SUMMARY:**

The Director, LEAP Tampa Bay will provide support to the Community Foundation Tampa Bay's strategic goal to become a regional community convener, collaborator and thought leader in philanthropy. The Director will be primarily responsible for shepherding LEAP Tampa Bay College Access Network, which works to help more people complete education and training after high school. The LEAP network is a community leadership initiative of the Community Foundation Tampa Bay with a special focus on equity and serving diverse populations. LEAP accomplishes its goals through collaboration among community partners. The role also assists the SVP, Community Impact in advancing strategic investment priorities and other impact initiatives. The Director supports the SVP and CEO in collaborations with funders, community groups and civic organizations as appropriate.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES** (*including, but not limited to*):

### **LEAP Network Responsibilities (90%):**

- Coordinate and convene meetings, events, activities, and community partner work for LEAP and support those of other collective impact initiatives as appropriate.
- Work with education organizations and other community stakeholders to create impact strategies to address identified needs.
- Identify potential funding opportunities and compose grant applications for the network.
- Assist marketing and communications efforts to develop effective, accurate, and compelling community impact-related copy including newsletters, brochures, press releases, website content and social media.
- Develop and maintain contact with a broad cross-section of agencies and leaders.
- Assist in evaluation and reporting to communicate the network's impact in the community.
- Direct and supervise community volunteers engaged in the collective impact work.

### **Foundation Responsibilities (10%):**

- Provide support for CFTB's Community Impact activities such as grant selection and distribution, as well as supporting entire Foundation team with events and maintaining cross-sector partnerships.
- Implement program and operational strategies for the Foundation's philanthropic giving and related activities.
- Participate in special projects, programs and other duties as assigned.

**KNOWLEDGE AND EXPERIENCE REQUIRED:**

- Bachelor's degree in Communications, Public Relations, Nonprofit Management, Public Administration, Political Science, or related field.
- Advanced degree strongly preferred.
- Three (3) to five (5) years of related work experience.
- Knowledge and experience with nonprofit organizations.
- Knowledge and experience with philanthropy.

**SKILLS REQUIRED:**

- Strong time management, people skills, flexibility, and multitasking ability to prioritize tasks and meet deadlines.
- Excellent attention to detail and organizational skills.
- Advanced computer skills, including a high degree of proficiency in Microsoft Word, Excel, Outlook, and PowerPoint, with aptitude to learn new software and systems.
- Working knowledge of databases, including Raiser's Edge and Foundant, a plus.
- Ability to communicate, both verbally and in writing, effectively with staff, clients, committee members, and Board of Trustees.
- Excellent coalition-building skills with an ability to communicate and work effectively with a variety of external stakeholders.
- Ability to actively manage the tension between focusing on short term goals and building relationships.
- Knowledge and understanding of the Tampa Bay Area and surrounding communities.

**BEHAVIORS REQUIRED:**

- Customer-service orientation.
- Highly motivated with the ability to show initiative.
- Ability to be discreet and handle highly sensitive/confidential information in a responsible manner.
- Ability to handle diverse, simultaneous tasks, meet deadlines, and attend to follow through.
- A positive outlook and vision.
- Strong professionalism both in appearance and presentation.
- Ability to work independently and in teams/groups.

**PHYSICAL DEMANDS:**

Light to moderate physical activity performing strenuous daily activities of an administrative nature to include:

- Sitting, standing, and/or walking for an extended period of time.
- Ability to lift up to 25 lbs.
- Working in a well-lighted, heated, and/or air-conditioned indoor office setting with adequate ventilation.
- Using manual dexterity sufficient to handle/reach items and work with hands and fingers.

- Using close, distant, and peripheral vision and depth perception.

**TRAVEL DEMANDS:**

- Local travel required.
- Must have reliable transportation and ability to travel to various community-based meetings and events.

*No job description or policy of Community Foundation Tampa Bay may be interpreted to allow any employee or representative to violate local, state, or federal law.*

**ABOUT THE COMMUNITY FOUNDATION OF TAMPA BAY**

The mission of the Community Foundation is to build a vibrant, prosperous community through transformative vision, leadership, and philanthropy. The Community Foundation Tampa Bay has been growing philanthropy in the Tampa Bay region for more than three decades. Across Hillsborough, Pinellas, Pasco, Hernando, and Citrus counties, we work with donors to identify and support those initiatives and organizations that improve the quality of life in our community.

Through our Donor Advised Funds, Family Foundations, and Community Endowments, we can help donors grow, manage, and direct their philanthropy. By combining donors' vision with the tools and expertise of the Community Foundation, we can build a better community today and for generations to come.

For more information, visit [www.cftampabay.org](http://www.cftampabay.org).

**ABOUT LEAP TAMPA BAY**

LEAP Tampa Bay is a network of more than 60 community partners committed to changing lives by connecting residents to education and training beyond high school. A cross-sector network convened to promote their community-wide commitment to college access and attainment, LEAP leaders use a collective impact model of collaboration to guide coordinated need-based strategies by partners from across business, education, government, and non-profits. All the work is geared at increasing attainment of high-quality college degrees and career and technical training credentials to help build Tampa Bay's workforce talent base. LEAP intentionally seeks equity in education, so all people have the opportunity for economic prosperity.

For more information, visit <https://www.leaptampabay.org/>.

**Equal Employment Opportunity**

It is our policy to provide an equal employment opportunity to all individuals. We are committed to a diverse workforce. We value all employees' talents and support an environment that is inclusive and respectful. CFTB will not tolerate discrimination, including harassment, in the workplace. CFTB does not discriminate against anyone based on race, color, religion, sex (including pregnancy), national origin, age, physical or mental disability, protected veteran or military status, genetic information or any other trait that is protected under local, state, or federal law.

**Status: Open until filled**

**Contact:**

Interested individuals should submit

- √ resume,
- √ cover letter,
- √ references (two business and one personal) and
- √ salary history to: [info@cftampabay.org](mailto:info@cftampabay.org)

**NOTE:**

Please put the job title for this position in the subject header of your email.

No phone calls or faxes.

Submissions will not be considered without a cover letter.