

**Delaware Community Foundation
Program Director, Hispanic Communities
Job Announcement**

Background: The Delaware Community Foundation (DCF) is a nonprofit organization focused on partnering with philanthropists to build opportunity and advance equity in Delaware. Our mission is to strengthen Delaware through community-based philanthropy.

At the DCF, we help people give with impact to the causes they care about and to build assets for long-term support of communities statewide. We celebrate the joy of philanthropy and honor the instinct in all of us to give back to our communities.

Opportunity: The DCF seeks an innovative, adaptable, and collaborative team member to join our organization as Program Director, Hispanic Communities. As part of the DCF's community impact team, the individual filling this new position will support the grant and programmatic activities of the DCF, including efforts to engage with the community as well as serve donors. This role will have a particular emphasis on supporting the Arsht Cannon Fund (ACF) and its grant program, including engagement with Latino and Hispanic communities statewide.

The ACF is a donor-advised fund at the DCF, established by renowned corporate attorney, S. Samuel Arsht and his wife, Roxana Cannon Arsht, the first female judge in the State of Delaware. They were committed philanthropists, dedicated to improving the lives of all Delawareans. Their daughter, Adrienne, has continued that commitment, with a particular focus on aiding and supporting Delaware's growing Hispanic population, which has more than doubled since 2010. Over the past 16 years the ACF has led the philanthropic community in this work, and has granted \$12 million to organizations working to expand educational and other opportunities for Delaware's Latino community. The Fund seeks to strengthen the capacity of Delaware nonprofits to serve Latino children and adults with accessible, culturally and linguistically relevant programs. Program funding often supports the development of bilingual leaders and staff, program operations and supplies. Partnerships with and among grantees have fostered learning, collaboration and success in program implementation and outcomes. Because of this support, numerous nonprofits have expanded their abilities to equitably serve their local and statewide diverse Spanish-speaking communities – improving the lives of all Delawareans.

The Program Director, Hispanic Communities, will report to the DCF Executive Vice President, Strategic Engagement, and will regularly interface with the ACF Advisory Council in the oversight and delivery of the grant program. This is a unique opportunity for a person who has a passion for and commitment to service, demonstrated excellence in program management, and is excited to contribute creatively and strategically to the DCF's vision of expanding opportunity for all Delawareans.

Each DCF employee is expected to embody and pursue the core values of the DCF, including serving with joy, engaging inclusively, pursuing excellence, and leading with integrity.

Key Responsibilities:

Donor Service

- Serve as the primary liaison and relationship manager to the Arsht Cannon Fund (ACF), a key partner in service of Delaware's Latino and Hispanic communities.
- Assist in developing and implementing a strategy to more effectively facilitate connections among philanthropists and the community, particularly Latino and Hispanic communities

Grantmaking for Impact

- Manage ACF grant program overall, including but not limited to:
 - Act as primary point of contact to schedule and meet with prospective grantees and support them throughout the pre-proposal and application process, with the content of applications, and on any post-review follow-ups.
 - Conduct mid-term and final grant evaluations and make recommendations to ACF Advisory Council.
 - Conduct grant proposal reviews and make substantiated recommendations for funding for review and decision-making process with ACF Advisory Council.
 - Ensure timely processing of ACF grants and communication with grantees, including feedback/support with respect to mid-term and final accountability reports.
 - Plan and execute other aspects of the grantmaking lifecycle, which may include information sessions, grantee convenings, grant reviews, administrative functions, and other on-site engagement activities, from time to time.
- As needed, support other DCF grant programs and help strategically align grantmaking across various programs.
- Oversee data collection and reporting efforts, and provide regular reports and analysis related to grant impact and, upon request, other data and information collected.
- Coordinate, with DCF VP for Marketing and Communications, enhanced marketing support and amplification for related grant programs, from application stage through grant award announcements and stories of grant impact (may include workshops, press releases and events, site visits, and other convenings) and serve as primary liaison between ACF and DCF with respect to outward facing communications and brand preservation and perpetuation for the ACF.

Engagement and Programs

- Support planning and execution for DCF's community engagement events and programs.
- Coordinate programming for fundholders about key issues and opportunities for investment, in partnership with DCF Philanthropic Services team and ACF Advisory Council.

- Grow and sustain productive relationships with community leaders and organizations state- and nationwide on behalf of the DCF and ACF, including, for example, by supporting La Colectiva de Delaware's growth and participation in programs and activities including monthly online affinity group meetings.
- Coordinate with DCF VP for Marketing and Communications in implementing the approved ACF Marketing and Communications Plan.

Responsibilities and priorities may be added or removed from time to time.

Skills and Competencies:

- Proven program management skills – from conception to design to implementation and evaluation;
- Excellent communication skills, including speaking and writing;
- Demonstrated capacity for strategic thinking and problem solving;
- Experience with engaging and building strong relationships with community leaders including Delaware's Hispanic communities and dedicated non-profits;
- Five years of relevant experience, at least in part with nonprofit or community-focused organizations;
- Experience in Delaware, and knowledge of Delaware Latino and Hispanic communities, their cultures and needs;
- Commitment to and experience with collaboration, teamwork and personal growth;
- Commitment to philanthropy and the mission and values of the DCF;
- Willingness to travel statewide to build and maintain community relationships;
- Attention to detail and an ability to handle multiple tasks simultaneously;
- Bachelor's degree or equivalent experience;
- Strong preference given to bilingual (English and Spanish) candidates.

Starting salary depends on experience and education, and is expected to be in the \$70,000 - \$80,000 range. Benefits include no-cost coverage for employees for health; 100% employer-paid premium for vision and dental insurance; option to add additional family members at a low cost; 403B retirement contribution with 100% vesting on day 1; employer-paid short-term and long-term disability, life insurance; 9 core holidays plus 4 floating holidays; generous paid time off. DCF has a three day/week "in-office" requirement, with offices in both Lewes and Wilmington. In recognition of the substantial commitment to community outreach and the state-wide nature of this position, some flexibility will be afforded, however a commitment to team-building and need for regular interaction with other DCF staff (primarily based out of Wilmington) is required.

Don't check off every box? Apply anyway!

DCF is dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging. If you're excited about this role and passionate about our mission, but your experience does not align perfectly with every requirement below, we encourage you to

still consider applying. Your lived experience is valued and recognized, and we look forward to considering you for this or a future role!

To apply, please submit a cover letter, resume, writing sample that demonstrates your skills and competencies, and three references to search@delcf.org **by October 11, 2024 at 5:00 p.m.**

Only complete applications will be considered. All applications will be strictly confidential.

The Delaware Community Foundation is an equal opportunity employer and does not discriminate against any employee or applicant for employment on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status. As part of our values, we are committed to supporting inclusion and diversity. We actively celebrate colleagues' different abilities, sexual orientation, ethnicity, faith, and gender. Everyone is welcome and supported in their development at all stages in their journey with us.