



**Position:** Associate Director of the Center for Nonprofit Excellence (CNEEx)

**Supervised By:** Director of Nonprofit Services

**Salary:** \$65,000 starting with competitive benefits

**FTE:** 1.0 FTE

**Duties:** The Associate Director for the CNEEx is responsible for identifying and building strong and productive partnerships with nonprofits serving Delaware County, and nonprofit technical assistance and educational providers so they can inform, educate, and build the capacity of nonprofit organizations to more effectively meet their missions.

This position **must** use a supportive and collaborative approach to build relationships and cultivate an environment of learning with nonprofits and community partners in Delaware County.

### **Center for Nonprofit Excellence (CNEEx)**

- Identify best practices in strengthening nonprofits toward growth of CNEEx's programming, including but not limited to:
  - Recruiting participating nonprofits serving Delaware County;
  - Developing ongoing learning opportunities that align with the capacity-building needs of the nonprofit sector serving Delaware County;
  - Developing relationships with other capacity-building organizations for program coordination and partnership opportunities; and
  - Promoting and launching CNEEx's initiatives.
- Compile, catalog and maintain a list of currently operating nonprofits serving Delaware County, and nonprofit educational and technical assistance resources for nonprofit partners.
- Curate content and market a quarterly e-newsletter for CNEEx.
- Respond to queries from nonprofit partners related to opportunities and resources that strengthen their organization and the nonprofit sector.
- Coordinate with Grantmaking Team to ensure the Foundation's Grantee Partners are receiving identified trainings and learning opportunities.
- Assist with developing CNEEx's annual operating plan based on participant feedback.
- Assist with developing annual recruitment goals and outcomes for the CNEEx.

### **Communications**

- Coordinate with the Foundation's Communication Team to ensure timely development of marketing material for CNEEx's learning opportunities.
- Promote and distribute marketing materials for CNEEx's learning opportunities.
- Communicate with CNEEx's participants including but not limited to scheduled trainings, peer learning circles, board opportunities, etc.

### **General**



- Participate in a monthly team meeting with Director of Nonprofit Services, Headquarters team meetings, and other meetings assigned by Foundation leadership.
- Participate in conferences, seminars, and other professional development activities to maintain and enhance expertise and professional status.
- Perform other job duties deemed necessary for the efficient operation of the Foundation.

#### **QUALIFICATIONS:**

- College degree required.
- Three years plus in a nonprofit leadership role.
- Knowledge of nonprofits across Delaware County preferred.
- Demonstrated knowledge of nonprofit capacity building or related experience.
- Demonstrated facility and experience with computer software: Microsoft Office and virtual platforms.

#### **COMPETENCIES**

- Relationship oriented
- Excellent interpersonal skills
- Event planning
- Project management
- Managing multiple and competing priorities
- Public speaking
- Able to meet deadlines
- Work independently
- Able to attend periodic early morning meetings and evening events
- High level of efficiency and productivity
- Excellent writing and oral communication skills
- Ability to maintain a high level of confidentiality, tact, and professionalism working with nonprofits.

#### **The Foundation for Delaware County has the following mandates:**

- Annual Influenza Immunization (**during flu season**)
- All new hires **must have the COVID-19 (updated vaccine)**.

As an organization with public health programs, we must continue to protect the safety of our clients, our community, and ourselves by doing all we can to reduce the impact of COVID-19 and the Influenza disease.

*The Foundation for Delaware County TFDC is an Equal Opportunity Employer with a culture of high performance and continuous improvement that values learning and a commitment to quality. We use a supportive and collaborative approach in both our internal operations and throughout our work with the community partners in Delaware County.*



THE  
FOUNDATION FOR ●  
DELAWARE ●  
COUNTY ●

Interested applicants should send a resume and cover letter to:  
[HumanResources@delcofoundation.org](mailto:HumanResources@delcofoundation.org)