



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

Supervised By: Director of Nonprofit Services

Annual Salary: \$65,000

Benefits: Medical, FSA, HSA, Dependent FSA, Limited FSA, Vision, and Dental Benefits
Employee Assistance Program
Retirement Plan with Employer Matching
Maternity (Childbirth) and Parental Leave

FTE: 1.0 FTE

DUTIES: The Associate Director of the Center for Nonprofit Excellence is responsible for building strong and productive partnerships with nonprofits and providers serving Delaware County to provide opportunities that strengthen individual nonprofits and the nonprofit sector. The Associate Director is also responsible for identifying and building relationships with nonprofit technical assistance and educational resources that can inform, educate, and assist nonprofit organizations.

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

Center for Nonprofit Excellence (CNEx)

- Compile and catalog nonprofit educational and technical assistance resources for the foundation and our nonprofit partners.
- Respond to queries from nonprofit partners related to opportunities and resources that strengthen the nonprofit sector.
- Help identify best practices in strengthening nonprofits, evaluation, communications, and leadership training to help inform the growth of the CNEx's programming.
- Create, curate content, distribute, and market a periodic eNewsletter for the CNEx.
- Assist in the planning, recruitment for, launching, and promoting of new CNEx initiatives (Peer Learning Circles, Certificate in Nonprofit Management program, Nonprofit Hub, other sponsored projects, etc.).

External Grantmaking Program

- Catalog a list of currently operating nonprofits serving Delaware County.
- Respond to queries from foundation applicants and grant recipients related to the application process.
- Assist nonprofits with the foundation's application process (Impact Grant, special initiatives, etc.).



Communications

- Manage an email database of nonprofit leadership in Delaware County and send out periodic notifications regarding CNEx announcements and other nonprofit resources.

General

- Participate in a monthly team meeting with Director of Nonprofit Services, Headquarters team meetings, and other meetings assigned by foundation leadership.
- Participates in conferences, seminars, and other professional development activities to maintain and enhance expertise and professional status.
- Develops and maintains relationships with partners to stay abreast of resources available to nonprofits.
- Performs other job duties deemed necessary for the efficient operation of the Foundation.

QUALIFICATIONS:

- College degree required.
- At least three years of development and communications in a nonprofit organization.
- Ability to maintain a high level of confidentiality, tact, and professionalism working with nonprofits.
- Excellent interpersonal, verbal, and written communication skills.'
- Must have knowledge of nonprofits across Delaware County.
- Ability to work independently and prioritize work.
- Ability to meet deadlines.
- Demonstrated facility and experience with computer software: Microsoft Word, Excel, and database management.
- Excellent writing skills.
- Excellent typing skills.
- High level of efficiency and productivity.

*The Foundation for Delaware County TFDC is an Equal Opportunity Employer with a high-performance culture and continuous improvement that values learning and a commitment to quality. We use a supportive and collaborative approach in our internal operations and our work with the community partners in Delaware County. **Candidate must have all the COVID-19 vaccinations, including the COVID-19 booster by the first day of employment.***

Interested applicants should send a resume and cover letter to:
jobs@delcofoundation.org