



## Scope of Work – Senior Advisor, Community Foundations Council on Foundations

### Context

Community foundations are a core and growing audience of the Council on Foundations, representing 40% of Council members in 2021. Since launching our updated dues model in late 2019, we have welcomed more than 125 new community foundations to the Council membership.

The Council's new [20-year strategic direction](#) outlines how we will help philanthropy be a more trusted partner in advancing the greater good. In partnership with our broad and diverse member community, we will support grantmaking organizations to:

- **Embrace better ways of operating:** Helping philanthropic professionals learn, grow, and use power and privilege responsibly through trainings, resources, partnerships, legal expertise, and leadership development programs. As a result, the boards and staffs of philanthropic organizations will mirror the diversity of the populations they support and will operate in equitable, inclusive, and ethical ways.
- **Build common ground:** Through convenings and conversations, we will facilitate transformative connections and collaborations to increase empathy and understanding and build common ground. As a result, learning and collaboration within philanthropy and with nonprofits, government, and for-profits will become more common and effective.
- **Expand philanthropy's opportunities to thrive:** Helping break down barriers to participation in and understanding of philanthropy through advocacy, legal expertise, and communications. As a result, more people of diverse backgrounds will participate in and support philanthropy.

### Position Summary

To advance our work with community foundations, the Council is recruiting a **Senior Advisor, Community Foundations**.

This part-time, strategic position will partner with Council staff as a content expert on community philanthropy, supporting implementation of our new value proposition for community foundations. They will help inform and strengthen Council offerings, including programs, publications, communications, and policy advocacy. The Senior Advisor will also help design and implement initiatives that help advance our 20-year strategic direction with community foundations.

Our ideal candidate is a seasoned community foundation leader with connections to peers nationally, as well as demonstrated commitment to building a strong philanthropic ecosystem to support community foundations. We are looking for a multi-year commitment to working with the Council in this role.

### Expected Responsibilities

We will work with the Senior Advisor to outline an appropriate scope of work, up to 20 hours per week. Depending on their skillset, background, and interests, tasks might include:

- **Community Foundation Advisory Group:**
  - Providing input to design the Advisory Group's structure and purpose, as we prepare to relaunch a Community Foundation Advisory Group in late 2021.
  - Selecting and/or identifying possible Advisory Group members.
  - Informing quarterly meeting agendas and joining/leading quarterly meetings.
- **Community Foundation publications:**



- Advising on possible annual Council publication topics.
- Serving as a content expert to inform publication outlines and drafts.
- Suggesting possible case studies/interviewees.
- Reviewing final publications as part of peer review.
- **Community Foundation programming**
  - Advising on topics for community foundation specific programming, including conference sessions, webinars, trainings, and roundtables.
  - Helping Council staff identify relevant topics and speakers, as well as possibly moderating and/or attending Council program offerings.
  - Providing input on curriculum re-design and/or creation of community foundation trainings, like [Community Foundation Excellence \(CFE\)](#), [Legal Matters](#) and more.
- **Community Foundation communications and marketing**
  - Helping curate resources and case studies for blogs, web content, and newsletters.
  - Reviewing communication products (emails, newsletters, blogs) as a content expert.
- **Strategic initiatives**
  - Designing and implementing projects that advance the Council’s new strategic direction through conversations and connections between community foundations on important topics, like community foundation business models, donor-advised funds and more.
- **Member advising (non-legal queries)**
  - Supporting Council responses to queries from member community foundations – over email, on the [Philanthropy Exchange](#), and/or via coaching and connecting directly with community foundation leaders.
- **Relationships & Partnerships**
  - Informing membership strategy and overall Council engagement of community foundations.
  - Informing and supporting the Council’s organizational partnerships with peer philanthropy support organizations.
  - Informing fundraising strategy to support the Council’s work with community foundations, including reviewing concept notes, grant proposals, and grant reports.

### Desired Expertise

- Extensive experience working with or at community foundations.
- Personal connections to and relationships with community foundation leaders located across the United States.
- Deep understanding of the challenges and opportunities facing different types of community foundations and their staff, and demonstrated experience providing advice, coaching, and/or training to community foundation staff and leaders.
- Highly developed understanding of – and commitment to – advancing diversity, equity and inclusion.

### Application Information

If you are interested in this role, please email your resume and a thoughtful cover letter expressing your interest in and relevant expertise for this role to [Natalie.ross@cof.org](mailto:Natalie.ross@cof.org).