

Community Inclusion & Engagement Manager Job Description

Description of position: The Hendricks County Community Foundation (HCCF) Community Inclusion & Engagement Manager is responsible for internal and external implementation of HCCF's Diversity, Equity and Inclusion (DEI) policy, as well as serving as a primary liaison between the Hendricks County Community Foundation (HCCF) and nonprofit organizations, community and corporate leaders, governmental officials, and others regarding HCCF's community unity work. This includes efforts to ensure Hendricks County is a welcoming community for all; work related to HCCF's internal and external DEI efforts; and, working in coordination with the VP of Programs on efforts to engage the community in current GIFT VII Implementation Grant community unity work.

HCCF has not in the past effectively engaged some populations in our community, including communities of color, faith-based communities, and newer residents. This is a position of importance due to the incumbent's representation of the HCCF and its values, as well as the position's potential impact on realizing HCCF's mission. In addition, this position is critical due to the incumbent's potential influence in the community, plans related to the current operation and future goals of the HCCF, and access to confidential information. Incumbent must maintain high standards of ethics and confidentiality.

Duties & responsibilities:

Internal

- Advise and advocate with HCCF Board, volunteers, and staff on community unity matters
- With the DEI Task Force, review HCCF's policies and procedures to ensure that they comply with the spirit of HCCF's DEI Policy
- Create internal programs, training materials, and other resources to address emerging DEI topics and HCCF advancement
- With the staff and volunteer teams, create materials that appeal to diverse applicants, donors and grantees
- Meet with volunteers, donors or Fund Representatives as needed

External

- Advocate for Hendricks County to be a diverse, unified, and welcoming community
- Address community needs in relation to community unity efforts issues within our community
- Help build coalitions with community leaders, organizations, and funders
- Build and maintain relationships with diverse community leaders and organizations
- Create and conduct external training seminars to educate community stakeholders on DEI matters
- Under the direction of the VP of Programs, coordinate with partner nonprofit organizations and others to achieve Community Unity efforts
- Participate in activities to increase Community Unity through three primary areas: civic engagement, collaboration and increased streamlining of services, and an increased sense of County pride
- Help coordinate activities of the Hendricks County Alliance for Diversity (a fund of HCCF)
- Help facilitate the creation of a Hendricks County Interfaith Council
- Facilitate the creation of other interest-group councils to build cross-organizational capacity
- Research and stay informed on current issues related to DEI matters
- Stay current on community needs and opportunities
- Facilitate community meetings as needed

Other

- Assist with fundraising and donor development
- Assist with marketing and communications as related to areas of responsibility
- Participate in other administrative duties, including budgeting, to achieve goals
- Assist with updating and maintaining HCCF strategic plan
- Other tasks as directed

Qualifications:

- A four-year degree in related field, or equivalent experience
- Minimum of two years professional experience in community development or a related field
- Have or obtain, and stay current on, applicable DEI certifications
- A passion for the mission of HCCF and commitment to the values of HCCF
- Ability to interact in a positive, professional manner with a wide variety of people
- Meeting facilitation skills
- Fundraising experience
- Willingness to find creative solutions to situations
- Strong time management and organizational skills
- Specific DEI knowledge or training a plus
- Ability to manage and work with volunteers
- High level of computer proficiency
- Ability to analyze and think critically, strong writing skills
- Commitment to teamwork, accuracy and attention to detail
- Flexibility to work evenings and weekends, as necessary
- Experience in a nonprofit environment
- High level of personal integrity and discretion

Immediate Supervisor: President & CEO

Status: Full time (32 hours a week), hourly non-exempt employee, benefits include health insurance coverage and paid holidays and vacation

Anticipated start date: March 21, 2022

Position duration: the position is anticipated to last three years, with a reassessment at the end of the period

Apply with resume and cover letter by February 18, 2022, to resume@hendrickscountycf.org

For additional information, contact William Rhodehamel, President & CEO