



NEW HAMPSHIRE
CHARITABLE FOUNDATION

Community Partner-Neil and Louise Tillotson Funds

Date of Last Revision: 05132024

Title Group: Partner

- advances the purpose and values of the Neil and Louise Tillotson Fund and achieves community impact through grantmaking and community engagement
- has no responsibilities for performance management of staff

Department: Community
Engagement and Impact

Reports to: Director of
Tillotson Funds

Status: Full-time/Exempt

About the New Hampshire Charitable Foundation

The New Hampshire Charitable Foundation is New Hampshire's statewide community foundation, founded in 1962 by and for the people of New Hampshire.

We are the place where generosity meets the dedication and ingenuity of nonprofits and the potential of New Hampshire students. For six decades, thousands of people have entrusted their charitable resources to the Foundation, creating a perpetual source of philanthropic capital and making it possible for the Foundation to award more than \$60 million in grants and scholarships every year. We have a staff of 54 passionate and dedicated professionals working across the state, and are governed by a highly engaged Board of Directors.

The Foundation's purpose is to make New Hampshire a more just, sustainable and vibrant community where everyone can thrive. Our current strategic plan, [Together We Thrive](#), is focused on advancing equity, racial justice, and economic security. That's because when a community can draw on the potential, strength, ingenuity and grace of every person in it, that community will be healthier, happier, more prosperous and a better place to live for all.

Position Summary

The Community Partner is responsible for advancing the Neil and Louise Tillotson Fund's Strategic Plan in alignment with Strategies 1 & 2 of Together We Thrive. The primary focus of the position is community engagement, effective grantmaking, implementing grant programs, and contributing to Tillotson Fund strategic initiatives and operations. The Community Partner also develops and shares information and knowledge with Charitable Foundation staff, the Tillotson Fund Donor-Advised committee, and community members.

The position is based in a home office in the North Country of New Hampshire and requires regional travel in the Neil and Tillotson Fund region (Coös County, NH, Upper Grafton County NH, and towns in Maine and Vermont that share a border with Coös County and the MRC De Coaticook in Québec, Canada). The position requires the first and third Tuesdays of each month in the Concord office and occasional statewide travel.

Essential Job Functions and Responsibilities:

Community Engagement and Grantmaking

- Establishes and maintains relationships with nonprofits, grantees, and community members with a focus on the principles of trust, listening and learning and power-sharing with those affected by the challenges we seek to address and the nonprofits that serve them.
- Serves as primary contact for nonprofits and community members working in the Neil and Louise Tillotson Fund region; directs nonprofits and others outside of the Tillotson region to appropriate Foundation staff
- Provides advice and direction to prospective grantees on developing grant proposals or preparing applications, and conducts follow-up with grantees
- Manages Tillotson Fund responsive grantmaking programs:
 - Manages consultants who perform grant reviews and other activities associated with responsive grantmaking.
 - Manages and facilitates grant or other community committees, contributing community and grantmaking knowledge where appropriate.
 - Reviews applications and processes grants; recommends funding for grants.
 - Manages assigned grantmaking budgets; may assist with the management of larger scale or complex budgets under the direction of the senior community partner or Tillotson Fund director.
 - Performs analysis of Tillotson Fund grantmaking and programs, using both quantitative and qualitative data
 - Performs regular assessment and reporting on Tillotson Fund responsive grantmaking programs.
- May work on larger or complex proactive grants under the direction of the senior community partner or Tillotson Fund director.
- Manages a portfolio of scholarship, international and other funds that require special handling, under the direction of the Tillotson Fund Director in collaboration with the director of grants management.
- Supports and/or manages specific components of Tillotson Fund strategic initiatives, operations and communications, under the direction of the Tillotson Fund Director or senior community partner.
- Contributes to performance tracking and reporting on Tillotson Fund activities and outcomes in alignment with the Neil and Louise Tillotson Fund strategic plan.
- Work with directors, senior community partners, and Donor Engagement and Philanthropy Services (DEPS) to identify shared grantmaking and funding opportunities.

Other

- Performs other duties as assigned.

Essential Knowledge, Skills, and Attributes

- Belief in the purpose and values of the New Hampshire Charitable Foundation and the Neil and Louise Tillotson Fund.
- Broad understanding of equity and social justice issues and philanthropy's role in advancing equity
- Excellent interpersonal and relationship management skills; demonstrated ability to interact well with and respect a diverse range of people, experiences, and constituencies.
- Prior knowledge of effective grantmaking and/or principles of assessment a plus but not required.

- Ability to understand, communicate with and effectively engage people across cultures.
- Ability to organize multiple tasks/projects, as well as prioritizing tasks within projects and delegating when appropriate
- Effective written and verbal communication skills, including active listening and public speaking.
- Ability to address challenges and unknowns with a solutions-oriented, creative problem-solving mindset.
- Ability to collect and analyze qualitative and quantitative data and information for decision-making and reporting.
- Understanding of and experience with the nonprofit sector
- Ability to handle sensitive and confidential information with discretion and judgment
- Ability to be self-directed, as well as succeed and thrive in a collaborative team environment.
- Ability to work comfortably in a fast-paced environment.

Job Characteristics

- Based in a home office in the North Country. The Foundation requires all staff to be onsite at Foundation's Concord office on the first and third Tuesday of each month. Additional onsite time may be required for this role.
- Night and/or weekend work may be required
- Travel around the Tillotson Fund region on a regular basis; may require occasional overnight travel

Essential Qualifications

- A combination of education and experience equivalent to the needs of the role
- Nonprofit experience required, such as nonprofit program, significant volunteer or board experience
- Advanced proficiency in Microsoft Office suite of products (Outlook, Word, Excel, Powerpoint, etc). Comfortable using a variety of web-based software and cloud computing tools.
- Valid driver's license and reliable transportation

Organizational Life

- Participates in the Foundation's organizational life, including department management, improvement teams, and events as required
- Positively demonstrates the values and contributes to the culture of the Foundation
- Interacts professionally with other employees and external stakeholders
- Works effectively as a team contributor on all assignments
- Follows all company policies and procedures, as well as all local, state and federal laws concerning employment
- Contributes to a safe and productive environment

The New Hampshire Charitable Foundation provides equal employment opportunity to all applicants without regard to factors such as race, color, sex, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, military or veteran status or any other characteristic protected by law.

Essential job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job

description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. This job description is general and may evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different and/or additional duties or responsibilities.