



POSITION OPENING—Youth Advancement

The Charlevoix County Community Foundation seeks a reliable, team-oriented person to join our team of four kind, committed and supportive individuals. The Youth Advancement position leads the Charlevoix County Community Foundation's (C3F) strategic initiatives around scholarships, education, and youth.

Community foundations are unique to the communities they serve. Our office is located in East Jordan, a quick walk to the South Arm of Lake Charlevoix. C3F appreciates the value of work / life balance and we enjoy a flexible, positive work culture. We've been known to close the office to walk to Marty's for ice cream and celebrate birthdays with lunch at the birthday-person's favorite restaurant. As our community changes so must our Community Foundation, so we aim to be good listeners and good partners who are responsive, nimble, and creative. We like a spontaneous brainstorm. While we are focused on intentional, incremental movement forward, we also like to dream big for this community we love.

THE ORGANIZATION

The Charlevoix County Community Foundation (C3F) is dedicated to making a difference close to home. Our work aims to improve and enrich life in for people in Charlevoix County by growing charitable resources, making grants to support a variety of programs and projects, connecting donors with community needs, and working in partnership with others to address local issues.

Started in 1992 by a group of leaders in response to a challenge from the W. K. Kellogg Foundation, C3F has experienced vibrant growth and has immense potential to make a difference in our community. We work with donors, nonprofit partners, cities and townships, schools, and volunteers to move our community forward.

A 15-member Board of Trustees, representing all geographic areas of the county, provides guidance and oversight. Trustees serve on the Executive, Finance, and Investment Committees, and on the Distribution Committee, which reviews and recommends grant distributions. Advisory committees from Beaver Island, Boyne City, Charlevoix, and East Jordan assist in identifying community needs and make grant recommendations from geographic field-of-interest funds. The Environmental and Land Use Advisory Committee evaluates and makes grant recommendations related to environmental projects. The Youth Advisory Committee is made up of 15 local teens who learn about giving back to their communities by making grants to support our areas' young people.

C3F is a member of the Council of Michigan Foundations and is accredited by National Standards for U.S. Community Foundations. Regionally, C3F maintains a close working relationship with other community, family, and corporate foundations. More information about C3F is available on our website www.c3f.org.

Position Summary

The Youth Advancement position leads the Charlevoix County Community Foundation's (C3F) strategic initiatives around scholarships, education, and youth.

General Responsibilities and Activities

Youth Advisory Committee

- Provides leadership, training, guidance and direction to the Youth Advisory Committee (YAC), and the YAC Executive Committee
- Works with Grants staff to implement the Youth Needs Cycle
- Sets the YAC calendar annually, and organizes all meetings of the YAC
- Assists the YAC in coordinating their triennial Youth Needs Assessment, including the identification of grant-making priorities
- Prepares for YAC meetings and causes minutes of each meeting to be recorded
- Attends YAC conferences with students
- Supports the recruitment and orientation of new YAC members
- All other YAC-related duties and responsibilities as assigned by the President

Scholarship Program

- Develops all application and review processes (initial and renewal)
- Establishes, trains, and supports scholarship review committees
- Publicizes scholarship availability and provides scholarship presentations for students
- Develops criteria and rating processes for all scholarship funds
- Responsible for all internal recording and processing of scholarship awards, award letters and payments
- Supports scholarship fund closures and modifications
- Supports stewardship activities with donors and fund advisors
- All other scholarship-related duties and responsibilities as assigned by the President

Student Success and Education Initiatives

- Develops, implements, monitors, and improves the application and award processes related to Endowments for Student Success
- Supports and monitors grants from the Endowments for Student Success, including the production of grant letters, agreements, payments, evaluations, and site visits
- Represents the C3F to and builds relationships with all local school districts and other community partners engaged in addressing the needs of area youth
- Acts as a consultant and strategic partner to our school districts, identifying opportunities for partnerships which advance C3F's educational impact
- Supports and manages grants from youth-related funds, including the production of grant letters, agreements, payments, evaluations, and site visits
- Coordinates and conducts an annual meeting of Charlevoix County school leaders
- Works with Development staff to encourage the growth of Endowments for Student Success
- Other duties as assigned by the President

Skills, Abilities and Characteristics

- Knowledge about and passion for youth, education, community philanthropy and the nonprofit sector
- Ability to generate creative ideas and implement them in the workplace
- Ability to approach work with integrity and confidentiality
- Empathetic and collaborative team member
- Flexible and open-minded
- Self-motivated, self-directed, and trustworthy
- Accurate and attentive to detail with strong organizational skills
- Possessing strong communications skills
- Leadership ability
- Ability to reflect and learn
- Ability to learn integrated software systems
- Proficiency with Microsoft Word, Excel, and Teams
- Charlevoix County resident preferred
- Associate degree or higher level of education preferred

The Important Stuff

- Up to full-time position
- Ample PTO days
- Flexible and positive work environment
- Professional and comfortable office space
- Compensation is closely aligned with the Community Foundation Salary Survey
- Annual 401(k) contribution

SUBMISSION

Please submit an email cover letter of your interest in the position, a complete resume, and salary range expectations by **July 25, 2022**, to:

apply@c3f.org

SELECTION AND START DATE

Submissions will be acknowledged promptly. All information will remain confidential. The proposed starting date for the position is mid-September 2022 or sooner. All inquiries should be directed to the email address above. No telephone calls please.