

Community Engagement Officer, Equity and Inclusion

Berkshire Taconic Community Foundation (BTCF) seeks a Community Engagement Officer for Equity and Inclusion to work with BTCF's President, senior team and board members to launch a new Equity Initiative in close partnership with leaders of color from Black, Hispanic, Asian, African, and immigrant communities across the region served by the foundation.

This new position will work with an Advisory Committee of leaders of color to develop and implement grant and capacity building programs to address priority issues identified within communities of color.

This position reports to the Chief Philanthropy Officer and will be supported and guided by the Program Director. There will also be regular access to and a working relationship with BTCF's President. This is a hybrid position with structured remote and in-office hours.

Since 1987, Berkshire Taconic Community Foundation (BTCF) has strengthened our region through philanthropy and leadership. We channel generosity where it is needed, bringing together resources and passion to tackle pressing issues and create lasting change. BTCF initiatives help advance foundation priorities and build equity and inclusion in our communities. As a workplace, BTCF is in the midst of an in-depth internal capacity building process to embed equity and inclusion in our governance, strategy and operations.

BTCF serves over 60 communities across a four-county region encompassing Berkshire County, Mass., northwest Litchfield County, Conn., and Columbia County and northeast Dutchess County in New York. The foundation awards over \$15 million dollars annually in grants and scholarships each year.

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[Grants Help Bridge Divides in Local Communities](#)

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Position Overview

Approximately 75% of the Community Engagement Officer's time will be spent providing staff leadership and support for the Equity Initiative. The remaining time will be spent on other program-related activities, donor services, and other priorities, including professional development and administrative matters. The Community Engagement Officer will serve as the key relationship manager for a portfolio of approximately 10-15 donors.

Equity Initiative Work

A steering committee of leaders of color has worked with a consultant to support the design of the Equity Initiative and identify priority issues within their communities where philanthropic tools such as grants, capacity building and convening can help contribute to change.

The Community Engagement Officer will work in collaboration with the Equity Initiative Advisory Committee to develop a program that expands opportunities for leadership development and network-building among leaders of color across the region.

The Community Engagement Officer will work with the Chief Philanthropy Officer to support a group of foundation donors and other funders committed to equity. A Learning and Giving Circle will provide opportunities for shared learning about issues pertaining to equity, inclusion and how systemic racism and implicit bias affect the field of philanthropy. This funder circle is also committed to mobilizing new philanthropic resources to support the Equity Initiative.

The Community Engagement Officer will serve as an important resource to organizations serving communities of color by being a liaison and advocate within BTCF and externally, providing assistance with grant programs and funding opportunities. The Community Engagement Officer will also play an important role in broader internal efforts to revise BTCF's grant application processes, strengthen outreach activities, and provide support to grant program applicants.

Key Responsibilities

Program Development and Implementation

- Support, manage and help lead the Equity Initiative's programmatic activities
- Support the Advisory Committee by working with members to generate meeting topics, identify and learn about issues important to each community, and design and implement programmatic strategies in response to priority issues. The engagement officer will also support the recruitment of additional members to this committee.
- Develop and implement leadership development opportunities for emerging and existing leaders
- Broker fiscal sponsorship opportunities for community-based groups through intermediary fiscal sponsors such as New York Council of Nonprofits' Good Causes, Third Sector New England, or Nonprofit Center of the Berkshires

Grant Review Process

- Work with committee chairs to schedule review meetings
- Prepare committee agendas
- Review applications for eligibility
- Collaborate with committee chairs to facilitate Advisory Committee review and decision-making processes
- Prepare donor stewardship reports

Community Engagement

- Build relationships in communities through outreach and engagement

- Learn about issues important to communities of color by listening and connecting directly with residents, organizations and leaders
- Serve as an advocate and liaison for communities of color through understanding priority issues, promoting funding opportunities, and helping connect organizations and people doing similar work
- Be accessible and responsive to community members seeking information

Donor Engagement

- Support the management of the Equity Initiative's Learning and Giving Circle of donors and other funders
- Work with colleagues to design and implement learning and relationship-building opportunities, including gatherings that connect circle donors with leaders of color.
- Build effective working relationships
- Support cultivation efforts to mobilize philanthropy/fundraising
- Support the development of communications materials
- Coordinate donor/funder site visits to grantee organizations
- Develop productive working relationships with a portfolio of donors: proactively engage donors through in-person meetings, sharing information on grantmaking opportunities and community foundation leadership initiatives, and responding to fund-related questions.
- Develop new relationships by introducing prospective donors and nonprofits to BTCF and the opportunities we provide
- Other related duties as assigned by the Chief Philanthropy Officer.

Other Programmatic Responsibilities

- Support assigned portfolio of programmatic initiatives or grantmaking funds (e.g. serving on the staff team for Arts Build Community Initiative providing support for arts-related grantmaking funds).
- Be familiar with BTCF grantmaking resources to encourage individuals, groups and nonprofits to inquire or apply for grants
- Other related duties as assigned by the Chief Philanthropy Officer as informed by the Program Director

Qualifications

The successful candidate will possess and/or express the willingness to learn the following attributes and skills:

- Experience advancing goals pertaining to equity and inclusion in community, organizational or corporate settings
- Experience or demonstrated interest in the nonprofit sector
- Experience and interest in building relationships in communities through outreach and direct engagement
- Passion for learning and identifying ways to improve work

- Project management skills
- Oral and written communication skills
- Experience or willingness to learn databases and other software systems
- Public speaking and group facilitation skills desired; can be developed through training and support
- Ability to synthesize and organize information with attention to detail
- Ability to travel to meetings around the foundation's region and occasionally to conferences and other professional development opportunities

A college degree is preferred (A.A. or B.A.), along with five or more years of professional experience.

Working Conditions and Physical Demands:

- Ability to sit or stand at a workstation for long periods of time
- Ability to use a computer monitor and keyboard for long periods of time
- Ability to work on-site and remotely (if hybrid)
- Ability to travel across region for work-related meetings

Compensation and Benefits

Berkshire Taconic Community Foundation is an equal employment opportunity employer. We encourage applications from people with diverse backgrounds and experience.

Starting salary is \$65,000, negotiable based on experience.

We offer competitive benefits, including:

- 403(b) retirement plan with employer contribution
- Generous paid vacation and sick time
- Health, dental, and life insurance
- Hybrid work model
- Opportunities for professional development

How to Apply

Help us get to know you by providing a cover letter that shares why you want to work at BTCF and how your experience has prepared you for the role of Community Engagement Officer for Equity and Inclusion. Your resume should include the highlights of your professional experience, education and skills relevant to this role.

Please submit your cover letter, resume to hr@berkshiretaconic.org with the subject line, Application for CEO Equity and Inclusion, followed by your name.

Review of applications begins on March 27 and will continue on a rolling basis until the position is filled.