Community Foundation *of* Eastern Connecticut

Director of Advocacy & Outreach
Job Description

ABOUT US

The vision of the Community Foundation of Eastern Connecticut is a healthy, thriving, sustainable Eastern Connecticut with greater equity for all. Our mission is to collaborate with partners to put philanthropy into action to address the needs, rights and interests of our community in Eastern Connecticut. We embrace integrity, equity, respect, courage and empathy as our values and our work is to convene and serve as a thought partner and strategic advocate with community leaders, donors, nonprofits and other partners to ensure collective impact around our focus areas and to advance wellbeing in our region.

CFECT has over 580 funds established by generous caring individuals and families in our region. The Foundation was established in 1983 and currently stewards approximately $122 million in assets. We serve 42 municipalities in Eastern Connecticut and have awarded over $80 million in grants and scholarships since its founding.

The Position Overview

Reports to: President & CEO

The Director of Advocacy and Outreach provides the vision and strategy for CFECT's advocacy and outreach. This individual plays a leading role in building strong, bi-partisan relationships throughout our region and at the State level. In addition, they will do outreach in our community to thought partners, nonprofit leaders, municipal leaders, business community and donors to build a strong coalition that advocates on issues determined as priorities through our strategic planning efforts.

Day-to-day responsibilities include developing, implementing, and monitoring strategy; formulating policy initiatives that advance goals, collaborating with colleagues to ensure that policy, communications, and program efforts are integrated and coordinated to maximize achievement of the foundation's goals and objectives; contributing content to social media efforts and publications; maintaining strong relationships with policymakers, advocacy grantees, nonprofit leaders, municipal leaders and other constituents; and monitoring and responding to relevant public policy issues.

Key Responsibilities:

- Work with the Foundation staff to develop, execute and evaluate the Foundation's advocacy and outreach strategy, operating plan, and associated budget
- Contribute to true collaboration and integration of policy, program, and communications – build coalitions to advance policy

- Engage and supervise consultants/vendors to accomplish objectives in a quality and cost-effective manner
- Present work of the Foundation at professional meetings
- Represent the Foundation on advisory committees, steering committees, and working groups, as well as at community and grantee events
- Provide thought leadership internally and externally
- Develop strategies and approaches to actualize the Foundation's mission and strategic plan through public policy and public affairs
- Identify and respond to emerging issues that are pertinent to the Foundation's objectives
- Oversee monitoring of state and federal health policy activities related to areas of high priority (At this moment: early childhood, housing and mental health)
- Cultivate strong relationships with select branches of government, the nonprofit community, advocates, grantees, and other funders
- Collaborate in the development and execution of all public policy-related educational briefing events to our community
- Organize, facilitate, and attend convenings with internal colleagues, experts, stakeholders, grantees, and other partners
- Remain abreast of current research, activities, and trends in the field

Qualifications and skills:

- Five or more years of experience in public policy, advocacy, government, public affairs, public relations, or a related field; a background in politics, community organizing or advocacy desirable.
- An understanding of the legislative process in Connecticut is a plus.
- Bachelor's degree in a related field required; Master's degree/Advanced degree preferred.
- Experienced with the media, public officials, and the nonprofit/advocacy/and funder communities.
- Ability to work independently and to collaborate with a team.
- A solid grasp of the issues and communities in Eastern Connecticut.
- Excellent written and verbal communication skills, exceptional public speaking skills and comfort serving as public spokesperson on behalf of the Foundation.
- Expertise in building capacity and training partners and grantees in policy and advocacy.
- Able to manage multiple priorities simultaneously.
- Able to translate conceptual direction of the Foundation into operational plans.
- Understanding of and commitment to systems-change, customer service, equity, and diversity.
- Excellent interpersonal skills with a great sense of humor.

The Community Foundation of Eastern Connecticut does not discriminate against applicants or employees because of race, gender, ability, religious creed, national origin, marital status, age or any other characteristic protected under applicable federal or state law.

To Apply: Send a letter of interest with your CV along with three references to Janet Grant at janet@cfect.org