



# ADIRONDACK FOUNDATION

**Title:** Director of Community Impact  
**Reports To:** VP of Grants and Program  
**FLSA:** Full-time- Exempt  
**Prepared Date:** January 2025  
**Approved By:** Cali Brooks, President/CEO

Adirondack Foundation is a highly professional, energetic nonprofit dedicated to building stronger communities and a better quality of life for all residents in the Adirondack region. Since 1997, the Foundation has managed a growing collection of charitable funds created by individuals, families and businesses. Each year, the foundation raises millions in new gifts and distributes millions through grants, helping thousands of donors achieve their philanthropic goals and hundreds of nonprofits carry on their good work. Adirondack Foundation is a 501(c)(3) public charity, governed by a dedicated Board of Trustees with more than \$100 million under management, 300+ funds and a staff of fourteen dedicated professional staff.

The Foundation is a learning organization that embraces a culture of high performance, transparency and flexibility. The staff all participate in some form of professional development on an ongoing basis and work cooperatively as a team, respectful of each other, the volunteer board and community council that guides our work and the donors and nonprofits with whom we work.

## **JOB SUMMARY**

The curious and outgoing Director will work closely with the Foundation team to develop, implement, and manage strategic initiatives that drive meaningful community impact. This role requires a results-oriented leader and skilled collaborator who can navigate complex challenges, bridge diverse perspectives, and foster collective action. As a natural facilitator and relationship-builder, the Director will lead efforts to strengthen partnerships with community organizations, philanthropy, and government, advancing Adirondack Foundation's mission.

## **JOB RESPONSIBILITIES**

### **Strategic Leadership and Initiatives**

- Develop, implement, and manage strategic initiatives that promote regional wellbeing, equity, and community development outcomes. Leverage tools such as theory of change, logic models, and project management frameworks for the research and design of initiatives and community impact efforts.
- Lead and support regional collective impact strategies, such as the Strengthening the Social Safety Network initiative, workforce housing efforts, Funders for the Adirondacks, etc. to drive systemic change and identified outcomes.
- Evaluate and use data to inform our research, planning, and program development efforts.
- Benchmark peer community foundations and philanthropic best practices to refine our community leadership approaches.
- Review our priorities and operating practices to ensure effective resource allocation, communication, and optimal functioning. Compile and manage budgets for initiatives.
- Supervise and guide consultants, interns, volunteers, and staff as assigned.

## **Community Engagement and Partnerships**

- Build and maintain strong relationships with community leaders, organizations, and stakeholders across sectors. Leverage coalition-building skills to unite area efforts in pursuit of shared goals and collective impact.
- Identify nonprofits, subject matter experts, and other goal-oriented community organizations for potential partnerships and collaboration.
- Represent the Foundation externally and serve as an ambassador to partners and stakeholders.
- Collaborate with all staff to identify and pursue funding opportunities. Participate in special events or projects that align with the Foundation's mission and contribute to donor engagement and development efforts.
- Prepare reports and presentations for the Board of Directors and Foundation committees.
- Contribute content and insights to the Foundation's communications and marketing efforts to enhance storytelling and visibility.

## **KEY SKILLS, QUALIFICATIONS, AND COMPETENCIES**

### **Required Skills and Qualifications**

- Proven experience (minimum 10 years) in program development, project design, budgeting, and oversight, with a track record of quantifying and delivering measurable results.
- Experience with and understanding of community needs and disparities; understanding of evidence-based practices in community-building, human and health services, and economic development. Experience engaging community-based organizations, nonprofits, boards, and committees.
- Ability to build and maintain relationships with diverse stakeholders, including donors, community leaders, and high-net-worth individuals.
- Strong written, oral, and facilitation skills, with the ability to convey complex information clearly and inspire collaboration.
- Proficient in Microsoft Office Suite, Google Suite, data management systems, and virtual collaboration tools (Zoom). Interested in learning new tools such as AI and project management.
- Self-starter with adherence to confidentiality, ethical standards, and sound judgment in all professional interactions.

### **Desired Skills and Qualifications**

- Leadership experience in program management, communications, or fundraising, with experience in public-facing, high-visibility environments. Community Foundation experience is a plus.
- Strong problem-solving, organizational, and planning skills, with attention to detail and the ability to interpret technical, financial, and legal documents. Proven ability to execute strategies, manage multiple projects, and adapt to shifting priorities with minimal supervision.
- High energy, positive professionalism, and an approach that fosters pride, ownership, and respect among team members.
- Advanced degree in Public Administration, Nonprofit Management, Economic Development, Public Policy, or a related field preferred. Relevant work experience considered in lieu of formal education.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to talk or hear. Required to sit or stand for long periods and utilize continuous repetitive motions. Required to stand, walk, stoop, kneel, crouch, climb stairs, balance, bend, stretch, twist, reach with hands and arms, and use hands to position, handle, or feel. The employee must occasionally lift, pull and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and distance vision.

**WORK ENVIRONMENT**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

**POSITION TYPE/EXPECTED HOURS OF WORK**

This is a full-time position that requires extensive travel and community engagement, and hours of work and days are Monday through Friday. This job can be accomplished on a hybrid schedule, but at least two days per week are required in-office for the team to function well.

**OTHER INFORMATION:**

In compliance with New York State's Pay Transparency Law, the annual base salary range for this position is USD \$70,000-\$90,000. Adirondack Foundation considers factors such as (but not limited to) scope and responsibilities of the position, candidate's work experience, education/training, key skills, internal peer equity, as well as market and organizational considerations when extending an offer. This pay range represents base pay only. Adirondack Foundation also provides high-quality, comprehensive benefits including health care coverage, generous paid time off and ways to save for the future.

**INTERESTED CANDIDATES:**

Send cover letter and resume as a single Word or PDF document via email to: [info@adkfoundation.org](mailto:info@adkfoundation.org)

Please submit responses electronically via email. Response may also be received by the U.S. Postal Service if an electronic medium is not available. No calls please. Application will be open until filled. We thank all candidates for their interest; however, only those selected for an interview will be contacted. Adirondack Foundation is an equal opportunity employer.