



Director of Community Impact

The Community Foundation of Greater Memphis has been working to strengthen our community through philanthropy since 1969. The Community Foundation is a place where generous people from diverse backgrounds come together to make our community a better place. Collectively, they have created the largest grantmaker - public or private - in the Memphis area. We fulfill our mission by:

- Developing and managing charitable funds and endowments, offering the highest level of service and expertise to individuals, families, and institutional donors and their successors;
- Actively addressing the needs of the community by examining community issues, securing and distributing resources, advocating for positive change, and convening meetings and conversation which encourage donors and the community to respond; and
- Encouraging philanthropy and the growth of charitable resources among individuals, families, businesses, and community institutions.

The Community Foundation has many audiences – donors, professional advisors, nonprofits, students seeking scholarships, and the public in general.

Position Summary

The Director of Community Impact is part of the Community Impact team, along with the Vice President of Community Impact, Community Impact Manager (Scholarships), and the Community Impact Manager (Programs). This position manages the day-to-day operations of the external programs administered by the Community Foundation of Greater Memphis: Community Initiatives & Strengthening Nonprofits grantmaking programs, GiVE 365, and LIVEGIVEmidsouth. This position is responsible for:

Managing community grantmaking programs:

- Develop relationships with members of the nonprofit community to facilitate grant applications;
- Work with Vice President of Community Impact and grant committees to build new grant programs or adapt existing programs to address community needs, using the Community Foundation's Community Investment Principles;
- Manage volunteer grant committees, including the scheduling of meetings and preparing needed documentation;
- Build out grants calendar and associated materials in advance of all community grantmaking rounds, including grant guidelines, applications, evaluation measures, information sessions, and reports;
- Utilize grants management software to support the application process and assure the integrity of applicant and grant data;

- Serve as the primary point of contact for all applicants and grantees of community grantmaking programs;
- Lead grant committees in the evaluation of all applicants to community grantmaking programs, including facilitating application reviews and applicant interviews/site visits;
- Oversee the creation and distribution of grant award letters, agreements, and contracts;
- Work with the Philanthropic Services team to connect nonprofits and projects with grant opportunities beyond the Community Foundation's community grantmaking programs.

Managing the membership of GiVE 365, the Community Foundation's dollar-a-day giving program:

- Develop donor recruitment and retention strategies, along with the Community Impact Manager (Programs) Marketing & Communications team, and serve as point of contact for 300+ GiVE 365 donors;
- Build an informed, engaged membership and relay impact of grants through
 - Creation and distribution of monthly eNewsletter
 - Coordination of a minimum of 4 events annually, in partnership with the Communications & Marketing team
- Manage Advisory Team volunteers to steer the strategic direction of the membership;
- Work with Finance staff to ensure seamless facilitation of GiVE 365 donations.
- Other duties as assigned.

Qualifications

The ideal candidate will possess:

- Bachelor's degree *and/or* at least 5 years related work experience, including time in nonprofit management, fundraising, grantmaking, or communications a plus;
- Proficient computer skills – in particular, knowledge of Microsoft Office and database management – and a willingness to learn new software programs.
- Ability to communicate successfully with various stakeholders, both verbally and in writing;
- Ability to prioritize work, meet deadlines, and produce quality results.

A successful candidate will demonstrate:

- A commitment to project management and development of process improvements;
- The initiative and responsibility necessary to manage a variety of projects simultaneously;
- Organizational skills, self-motivation, and flexibility in changing circumstances;
- Willingness to build rapport with people especially through email, over the phone, in group settings, and in one-on-one meetings;
- Integrity, judgment, and discretion in working with confidential information;
- Interest in philanthropy and in serving community needs.

Additional Requirements

This position requires the candidate to work between 6-10 evenings a year at various foundation events.

Salary

\$100,000 plus benefits including paid time off, parental leave, and six work-from-home days per quarter, and a yearly 10% contribution to 401(k).

Reports to: Vice President of Community Impact

To apply, send cover letter and resume to info@cfgm.org. Inquiries by email only. No phone calls, please. We ask that your cover letter reflects your own voice and not be generated by AI tools like ChatGPT. We value authenticity and personal insight in your application.

Resumes will be accepted through June 1, 2026.

Women and people of color are encouraged to apply. The Community Foundation of Greater Memphis follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, pregnancy, veteran status, military obligations, or marital status.