

## Community Program and Grants Officer

**The Robins Foundation**, located in Richmond, Virginia, has an employment opportunity for a **Community Program and Grants Officer**. The focus of the position will be in the areas of program, grant making and community collaboration.

Robins Foundation, a private family foundation committed to building on 55 years of community impact, is realigning the focus of its leadership, harnessing the catalytic power of its resources to spur collaboration, inspire innovation and propel foundational change on the most important issues facing the region. This position is for a passionate, creative and forward-thinking colleague to join the team.

E. Claiborne Robins, Sr., established the Robins Foundation in 1957 and significantly funded it at his death in 1995. Mr. Robins and his wife, Lora M. Robins, are best remembered for their transforming gifts to the University of Richmond and their lifelong dedication to making Richmond a better place. Guided by the next generation of board and staff leadership, the Robins Foundation is moving toward its sixth decade of community support by honing its focus on regional priorities that demand collaborative and innovative solutions.

The right fit candidate will act strategically, communicate and network effectively and serve the community. The candidate will demonstrate the strong integrity, humility and discretion to complement the Foundation's legacy.

For additional information about the Robins Foundation, please visit [www.robinsfdn.org](http://www.robinsfdn.org).

Specific duties and responsibilities of the Community Program and Grants Officer include the following:

- Investigate, research and connect with assigned grant making focus areas.
- Align focus areas and grant making with community needs based on formal needs assessments.
- Cultivate, review and evaluate funding proposals from grantee organizations, working closely with those organizations to develop funding opportunities for greatest impact in the city and region.
- Manage selected grants and grant programs, oversight of grant contracts, budgets, proposals and analysis of program reports.
- Conduct site visits with grantees and potential grantees and connect Foundation leadership to same.
- Facilitate community collaboration meetings in Foundation's focus areas.
- Cultivate relationships in a wide variety of community groups that will foster community and growth.
- Identify and advocate for strategic funding opportunities while collaborating with community leaders and team mates.
- Cultivate relationships with key local, state and national experts and thought leaders in relevant topics and fields.

The successful candidate will have the following qualifications and skills:

- Bachelor's degree required.
- Experienced professional with demonstrated success in community activism/organization/engagement, deep academic or program work in the areas of poverty and education issues.
- Demonstrated success in developing, accelerating, measuring and influencing community change, collaboration and impact.
- A clear understanding of the non-profit business model and an ability to assess strengths and opportunities of key non-profit business areas such as finance, management, program, development and governance.
- Strategic corporate, philanthropy or non-profit experience desired.
- Superb written and oral communication skills, ability to connect with and develop relationships with diverse populations and personalities are required.
- Demonstrated ability to work efficiently and diplomatically.
- Ability to manage several and competing demands and priorities simultaneously and the capacity to understand multiple, inter-connected facets of the Greater Richmond region.
- A proven ability to work in a lean, intense, results-oriented environment, keen interpersonal and cultural competence, and relationship building skills are required.
- A sense of humor, teamwork and community are required.

For consideration, please forward your confidential resume with salary history and requirements, to our consultant, Paul Shelley with Warren Whitney, at [pshelley@warrenwhitney.com](mailto:pshelley@warrenwhitney.com).