



Strategic Partnerships Consultant, Children's Opportunity Fund An initiative of the Greater Washington Community Foundation

About the Greater Washington Community Foundation

The mission of the Greater Washington Community Foundation (The Community Foundation) is to strengthen the Washington metropolitan region by encouraging and supporting effective philanthropy and by providing leadership on critical issues in the community. It is a community of givers, dedicated to inspiring and creating change across greater Washington and beyond.

The Community Foundation, which serves the District of Columbia, Montgomery County, Northern Virginia, and Prince George's County – is part of a network of some 700 community foundations nationwide, each a tax-exempt, public charity made up of charitable giving funds established by individuals, families, corporations, and other organizations. The Community Foundation manages hundreds of donor funds, with assets totaling more than \$300 million, and is the largest funder of nonprofit organizations in the metropolitan Washington region, having granted over \$1 billion to over 8,000 nonprofits in its 44-year history. Learn more at www.thecommunityfoundation.org.

About the Children's Opportunity Fund

An initiative and component fund of The Community Foundation, the Children's Opportunity Fund (COF) is a public/private partnership to support investment in the well-being of Montgomery County's children and families. The COF's mission is to bring together top government leadership and dedicated community partners to plan, advocate for, and fund strategic investments that improve the lives of children and families in Montgomery County. The COF envisions a deliberate, coordinated strategy for aligning public and private resources to ensure that all children have access to the essential services and growth opportunities they need to thrive.

The COF was founded through joint funding from Montgomery County Government and Montgomery County Public Schools (MCPS) responding to the growing opportunity gap that results because students from low-income families do not have access to the same supports and out-of-school experiential learning available to their more affluent peers. The COF was designed to leverage public dollars and encourage private investment in disrupting the social and health determinants that predict and perpetuate the educational achievement gap.

COF Organizational Structure

The COF establishes its priorities under the active guidance of top MCPS and Montgomery County Government officials. The county executive, superintendent of schools, a member of the County Council and a member of the Board of Education convene as a Policy Leadership Team offering their unique vantage and expertise in setting the policy direction of the COF. With the support from the Strategic Partnerships Consultant, they consult closely with the COF Steering Committee that directly oversees the COF's investments.

The COF Steering Committee consists of community philanthropists, business leaders, child health and education experts, as well as executive leadership of the County's child serving agencies. After consulting with the Policy Leadership team, the Steering Committee, facilitated and supported by the Strategic Partnerships Consultant, studies and identifies scalable, evidence informed interventions for investment and then selects the appropriate providers. The Steering Committee also is responsible for initiating and overseeing the evaluation of all COF investments working in tandem with the Montgomery County Collaboration Council.

Brief Job Overview

The Strategic Partnerships Consultant is responsible for shepherding the next phase of the COF's development. This includes leading fundraising efforts to expand the COF's grant investments, cultivating and building partnerships to deep the impact of the COF, conducting research to inform the COF's grantmaking strategies, and overseeing its grants management.

The Strategic Partnerships Consultant serves as the lead staff and liaison for the Policy Leadership Team which convenes to offer the members' unique vantage and expertise in setting the policy direction of the COF. Supported by the Strategic Partnerships Consultant, the Policy Leadership Team consults closely with the COF Steering Committee that directly oversees the COF's investments.

After consulting with the Policy Leadership team, the Strategic Partnerships Consultant facilitates and supports the Steering Committee in studying and identifying scalable, evidence informed interventions for investment and then selecting the appropriate providers. The Strategic Partnerships Consultant also supports the Steering Committee in its responsibility for initiating and overseeing the evaluation of all COF investments, working in tandem with the Montgomery County Collaboration Council.

Essential Functions and Responsibilities

- Fundraise with private foundations, businesses, philanthropists, and other major donors to expand the COF's investment capacity and leverage public funds
- Serve as an ongoing liaison and primary staff to the Policy Leadership Team and the Steering Committee and manage the relationship between the COF and The Community Foundation
- Support the COF Policy Leadership Team's deliberations providing relevant data and information about emerging research
- Recruit, seat, and staff the Steering Committee to include local philanthropists, business leaders, child health and education experts, and executive leadership of the county's child serving agencies
- Work with the Steering Committee to identify strategic investments that can accomplish the priorities recommended by the Policy Leadership Team
- Oversee any Request-For-Proposals and/or other outreach to providers for the services the COF is looking to fund, including facilitating a selection process for grant recipients
- Oversee grant management, engagement, and reporting
- Work closely with The Community Foundation to identify donors already committed to Montgomery County and introduce them to the COF
- Work with the Collaboration Council to develop and implement evaluation tools for COF funded interventions and facilitate the Steering Committee's review of impact and return on investment
- Coordinate with The Community Foundation on fiscal information necessary to complete all reporting requirements and participate in contract monitoring with grantees

Key Qualifications & Skills

The successful candidate must:

- Have a graduate degree and several years of experience in fundraising and working on issues related to child and family well-being
- Bring a strong working knowledge of the county's public and private education and health systems
- Possess the ability to build and steward relationships with top government officials, business leaders, philanthropists, and community organizations

- Bring proven organizational and management skills, be politically astute, and demonstrate the ability to translate vision into action through operational experience
- Have strong consensus building and program implementation experience
- Work effectively with a variety of individuals and organizations in an open, honest, positive, and mutually supportive manner while managing multiple tasks simultaneously
- Operate with a high level of independence
- Possess excellent written and oral communication skills and demonstrate strong organizational, analytical, computer, and data driven decision-making skills
- Be able to represent the COF with a high level of enthusiasm, professionalism, integrity and commitment

Commitment:

The Strategic Partnerships Consultant will work as a consultant to the Greater Washington Community Foundation, contingent on renewal funding from Montgomery County, Government and MCPS. The consultancy rate will be commensurate with experience. The Steering Committee and Greater Washington Community Foundation may opt to convert the position from a consultant to a salaried staff position with benefits in FY19, contingent on renewal funding.

Application Process:

To apply, please submit a resume and cover letter (including hourly rate) to Anna Hargrave, Executive Director of the Community Foundation in Montgomery County, via email to ahargrave@thecommunityfoundation.org. No phone calls, please.