



Position: Director of Thriving Communities

Reports To: Executive Director

About the Grunin Foundation:

The [Grunin Foundation](#) was created in 2013, when Jay and the late Linda Grunin, along with their only child Jeremy, formalized their charitable pursuits. Since then, we have sought to improve the quality of life for all members of the community by using philanthropy to drive economic excellence at the Central Jersey Shore. We believe that equitable access to the arts, abundant educational opportunities and quality healthcare options helps to create a vibrant and thriving economic ecosystem.

We achieve our mission and vision through a four-pillar strategy: proactive grantmaking for projects in the arts, education and healthcare that drive economic excellence; capacity building, helping nonprofits and nonprofit leaders accelerate their impact; ecosystem development, supporting collective impact initiatives that increase collaboration; and Grunin Holdings, our investment company. Each of these areas reinforces the others to build an ecosystem that drives change.

We believe it is essential to our mission to find meaningful ways to integrate Equity, Diversity, Inclusion and Belonging (EDIB) in everything we do, and we strive to ensure that all our partners are committed to advancing equity. We have pledged to co-learn and work with our partners, colleagues, and communities to help break down barriers, uplift marginalized voices, celebrate diversity, and champion a more just and equitable society. For more information on our EDIB framework, [visit here](#).

About the Position:

A newly created position reporting to the Executive Director, the Director of Thriving Communities oversees the Grunin Capacity program, manages the equity, diversity, inclusion & belonging strategy, and provides organizational capacity support to our nonprofit partners. The Director of Thriving Communities works closely with members of the nonprofit community and strategic partners to co-design and implement programming that advances the goals of the Grunin Foundation's capacity pillar and EDIB strategic framework and is an integral part of the team.

Key Responsibilities:

Capacity Training Program Management

- In collaboration with contracted partners and Executive Director, continue to develop and manage a comprehensive capacity training program for the nonprofit community.
- Conduct assessments with the nonprofit community to determine both sector and organizational aspirations and capacity strengthening needs.
- Manage the event activation for both virtual and in-person capacity training events.
- Negotiate agreements with third-party vendors to ensure the highest quality of service for in-person events, while maintaining board approved budgets.
- Work directly with the Director of Communications on all aspects of capacity training communications.

Organizational Capacity Support

- Together with partners and colleagues, identify consultants and businesses that can provide ongoing and/or specific capacity support services.
- For capacity grantmaking, serve as a principal contact for grantees and prospective grantees.
- Prepare templates and tools to support partners with their capacity building efforts.
- Build relationships among grantees and community partners; serve as a resource and connector and be responsive to their needs; convene grantees for peer learning and sharing; manage consultants working on related projects.

Equity, Diversity, Inclusion & Belonging Strategy Management

- Manage the Foundation's Equity, Diversity, Inclusion & Belonging Working Groups, including meeting coordination, planning, communications, and day of meeting facilitation.
- Relationship manager to the partners/grantees carrying out the EDIB Working Group initiatives in the community.

Community Leadership

- Develop and share capacity building knowledge in coordination with the Director of Communications.
- Pursue opportunities to further the Foundation's mission through non-grantmaking opportunities such as serving as a community resource, participating in issue-focused collaboratives, and serving on advisory committees and task forces.

Qualifications:

At the Grunin Foundation, we understand everyone brings their own unique experience and skill set to a position. While no candidate will have every qualification, ideal candidates will meet most of the following criteria:

- Shares and demonstrates the Grunin Foundation's core values (humility, collaboration, entrepreneurship, authenticity & transparency) and is inspired by the Foundation's mission and vision.
- Commitment to equity, diversity, inclusion, and belonging.
- Strong relationship-building skills, with experience engaging a broad and varied group of organizations and people, and comfort working at all levels of organizations in a wide variety of community and organizational settings.
- Knowledge of the nonprofit landscape; expertise and passion for capacity building and leadership development.
- Proven success with program development and strategic planning.
- Experience with event and program management.
- Thrives in a dynamic work environment with strong organizational skills and ability to balance multiple projects and deadlines with flexibility.
- Excellent interpersonal skills, including the desire to engage and collaborate with peers and diverse populations, and ability to develop trusting relationships with individuals from different backgrounds.
- Creative problem solver.
- Ability to cultivate and maintain strong relationships in-person and remotely.
- Proficient computer skills and experiences with databases.

Compensation, Benefits & Work Environment:

- Compensation for this position ranges between \$105,000 - \$125,000 USD annually.
- Paid time off including vacation, sick, personal and holiday.
- Summer Hours
- 401(k) Profit Sharing Plan
- Professional Development opportunities.
- Office locations are in Toms River, NJ and Red Bank, NJ; however, staff members may take advantage of a hybrid work environment with two-days in the office weekly and the option to work remotely on all other days.
- Local travel to multiple sites & community meetings.
- Attendance at meetings and events in the evening and on weekends is periodically required.

To Apply:

Please send your resume to jaclyn@gruninfoundation.org. We will be accepting resumes through Friday, June 10, 2022.

The Grunin Foundation is an Equal Opportunity Employer. Decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service and/or marital status, order of protection status, disability, or any other factor determined to be unlawful by federal, state, or local statutes.

The Grunin Foundation celebrates diversity and is committed to creating an equitable and inclusive professional environment for all employees. We encourage applications from candidates with a diversity of backgrounds, experiences, and perspectives.