

Director of Community Grantmaking

Full-Time · Exempt · Reports to VP of Programs

Salary Range	\$95,000 – \$100,000 annually, commensurate with experience
Location	Hybrid — office presence required at least 3 days per week
Applications	Submit cover letter and résumé to hr@eccf.org by April 29

ABOUT US

Essex County Community Foundation (ECCF) stands with our community, sparking generosity and collaboration to address our greatest needs and unlock opportunities for all – today and tomorrow. We are dedicated to strengthening all 34 towns and cities of Essex County, Massachusetts by promoting philanthropy, managing charitable funds, and working collaboratively to address critical community issues. We believe deeply in the power of relationships — with our grantees, our donors, and the communities we serve.

POSITION SUMMARY

The Director of Community Grantmaking is responsible for designing and managing a new suite of impactful, issue-focused grants and programs that respond to community needs. We seek a strategic and passionate leader who will develop authentic relationships with community partners and elevate program outcomes to further ECCF’s mission to support a thriving community. The ideal candidate brings a combination of strategic vision and hands-on execution — someone equally comfortable presenting to a boardroom and buried in a grant report spreadsheet. They are a builder and an implementer. This role serves as both an external ambassador of the foundation's mission and an internal steward of its resources, processes, and values.

KEY RESPONSIBILITIES

Grantmaking & Program Management (70%)

- Manage implementation of the full grantmaking cycle and programming for a portfolio of funds
- Develop and refine funding priorities, goals, scope of work, program strategy, grant guidelines, and evaluation frameworks for a new portfolio of issue-area funds
- Conduct thorough reviews of grant proposals, budgets, and organizational financials to assess capacity and alignment
- Steward a portfolio of active grantees, including leading site visits, check-in calls, and relationship management
- Lead outreach efforts and develop relationships with a pipeline of prospective applicants and partners, including potential advisors
- Track program metrics and produce high-quality reports for advisory committees, donors, and other stakeholders

Community Engagement & Leadership (30%)

- Serve as a key relationship manager for nonprofit partners, community leaders, and stakeholders related to several priority issue areas
- Design and facilitate community listening sessions, convenings, and needs assessments to track emerging trends and inform grantmaking priorities
- Share insights with internal teams and external audiences, supporting the foundation's position as a trusted thought leader in the community
- Represent the foundation publicly at relevant community events, conferences, and coalitions
- Build trusting relationships with a diverse range of community leaders and partner organizations
- Collaborate across ECCF teams to amplify partner stories and program impact

QUALIFICATIONS

- 7+ years of experience in nonprofit management, community engagement, or philanthropy
- Strong project management skills and experience
- Familiarity with equity-centered and trust-based philanthropy approaches
- Exceptional communication skills, including comfort with public speaking and facilitation
- Track record of engaging in authentic relationships across sectors and with diverse communities
- Strong analytical skills with ability to review organizational budgets and financial statements
- High degree of organization and attention to detail while managing multiple concurrent priorities
- A curious mind and an entrepreneurial spirit
- The ideal candidate will also have place-based experience and a commitment to our community in Essex County

WHAT WE OFFER

- Competitive salary of \$95,000 – \$100,000 depending on experience, skill level, and sector benchmarks.
- Comprehensive benefits including PTO, medical and dental coverage, retirement plan with employer match, and a professional development allowance.

ECCF is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.