



**Community Foundation**  
for Greater Buffalo

## POSITION PROFILE

Community Foundation for Greater Buffalo  
(Community Foundation)

Chief Community Impact Officer  
Buffalo, NY



## ABOUT THE COMMUNITY FOUNDATION FOR GREATER BUFFALO

The Community Foundation for Greater Buffalo is an innovative and dynamic agent for change on behalf of its clients in Western New York. Established in 1919, we have been a part of the diverse fabric of this region for more than a century. As a result, the Community Foundation is in a unique position to facilitate collaborative change by co-creating solutions to some of our community's challenges. We understand our role in leading change and bringing all stakeholders together, especially those most impacted by our work, to address some of the most pressing, complicated and long-standing issues facing Western New York. Our dedicated, thoughtful and forward-thinking Board of Directors charts a course for our community change work by engaging in a strategic planning process every five years to focus our impact.

Our current community goals include:

1. Increase racial/ethnic equity
2. Improve education achievement and workforce readiness for residents living in low-income households
3. Protect and restore significant environment resources and promote equitable access
4. Strengthen the region as a center for architecture, arts and culture

We recognize there is not one solution that will address each goal and we approach problem-solving in unique ways. Beyond traditional grantmaking, we have launched the [Greater Buffalo Racial Equity Roundtable](#) and played a leadership role in bringing [Say Yes Buffalo](#) to our community to increase the graduation rate in the Buffalo Public Schools. Both efforts have been supported by national philanthropy and have been lifted up as a best practice for collective impact work. That is just the tip of the iceberg as we work to connect people, ideas and resources to improve lives in Western New York.

Our community impact is recognized as a point of difference with our clients too. Today, we work with more than 400 active clients and are carrying on the legacies of an additional 500 clients. In total, we have \$800 million in charitable assets. Many of them, our Change Makers, have entrusted us with funding to address the changing needs in our community through our community goals.

Learn more about our Mission, Vision, and Values below.

## MISSION

Connecting people, ideas and resources to improve lives in Western New York

## VISION

A vibrant and inclusive Greater Buffalo region with opportunity for all

## VALUES

The following values guide the Community Foundation for Greater Buffalo's work:

- We are dedicated to improving the lives of people and communities.
- We believe in informed, collaborative leadership that values excellence and innovation.
- We embrace the benefits of diversity, equity and inclusion.
- We pledge to operate with full transparency and accountability.
- We promise to be exemplary stewards of charitable resources and to be guided by the highest standards of integrity.
- We are committed to inspiring increased giving in Western New York.

To learn more, visit [cfgb.org](https://cfgb.org).





# THE OPPORTUNITY

The Community Foundation for Greater Buffalo is looking for a collaborative, creative, and strategic leader to direct our community impact work. The Chief Community Impact Officer (CCIO) is a thought partner and key advisor to the President/CEO, is a member of the Foundation's leadership team, and leads a team of fourteen and growing. Reporting to the President/CEO, the Chief Community Impact Officer (CCIO) will have overall strategic and operational responsibility for ensuring an integrated approach to the Foundation's community impact efforts. The CCIO will lead efforts to advance the Foundation's strategic goals and solutions with a focus on community leadership through collaborative solutions focused on systems change.



The CCIO will:

- Lead the Community Impact Function Team which is the “community knowledge hub” for the organization and is engaged in grantmaking, framing issues, community leadership initiatives, advocacy, and evaluation. This team is charged with advancing the community impact framework goals and supporting ongoing grant cycles and fee for service work.
- Maintain strong knowledge of community issues and cultivate relationships in the nonprofit and public sectors to inform and maximize the use of philanthropic resources.
- Oversee the development and application of approaches for advancing collective action, including convening partners, building coalitions, forging common agendas, facilitating public policy efforts, organizing media campaigns, initiating grants, and leveraging resources.
- Coordinate activities for seeking and securing funds for the Foundation's community leadership agenda. Oversee identification of private, public, local, and national funding partners and oversee the process of preparing grant proposals and progress reports to institutions that support the Foundation's activities

# WHAT YOU WILL DO

- As CCIO, your core responsibilities will include the following:
- Ensure the coordination of all forms of grantmaking programs and community leadership strategies that advance the Foundation's mission, vision and impact framework
- Attract, develop, coach, and retain a high-performance Community Impact Team ensuring a positive, collaborative environment committed to continuous improvement
- Oversee and/or facilitate cross-sector partnerships that engage public, private, and philanthropic institutions, as well as residents, in collective action
- Manage and grow a coordinated relationship management approach which results in a strong network related to the community impact framework involving a diverse group of citizens, professionals, community stakeholders, and elected officials including those on the regional and national level as appropriate
- Manage opportunities for the Foundation to contribute to sound public policy solutions to community challenges, and facilitate the Foundation's participation in policy efforts as appropriate
- Manage a coordinated effort to secure additional support to leverage existing resources dedicated to community leadership initiatives, with an emphasis on attracting funding from sources outside the Western New York region
- Manage the community impact knowledge management function to continually frame issues and improve the metrics and assessment tools the Foundation uses for measuring impact
- Work with the Communications function to develop and deliver key messages about community impact that reflect the Foundation's brand and brand promises
- Oversee the work of consultants and related contracts pertaining to Community Impact
- Manage the daily and long-term activities that ensure community impact programs achieve their goals with appropriate evaluation mechanisms
- Manage cycles of long-term planning for community impact strategy
- As a member of the Management Team, contribute to the overall direction and management of the Foundation, including strategic planning and reporting
- Play a key role in educating the Foundation Board, staff, clients and constituents on The Foundation's community impact work, and other issues of concern to The Foundation's mission, vision, and goals
- Serve as an external ambassador at local and national events/meetings





## CANDIDATE PROFILE

The following offers an aspirational view of the ideal candidate profile; we encourage applications from candidates with a wide range of experiences and backgrounds, especially those from historically marginalized groups.

### **Strategic and Visionary Leader**

The CCIO will be a strategic leader who is experienced at supporting the development, articulation, and execution of a plan for the organization's future. They will understand the impact and power of the Community Foundation and will identify new and unique opportunities to advance the mission. In partnership with the Board, the CCIO will act on the vision of The Foundation to broker community solutions. The CCIO will be able to lead the Impact Team members forward in an inclusive and collaborative manner, while honoring the achievements of the past.



## Continuous Improvement and Change Management

The CCIO will have experience in organizational development and change management. They will have an inspiring and inclusive leadership style with a successful track record of creating collaborative and high performing work environments. Strong candidates will bring experience developing an environment of collaboration, transparency, and respect by strengthening working relationships between functions as well as team members and helping to identify and resolve work conflicts. They will be a strong manager who engenders trust in the team while holding people accountable. They will have demonstrated success in attracting, managing, and retaining talented staff with a diverse set of skills and lived experiences and providing them with a productive work environment and professional growth opportunities.







### **Bolster a Diverse and Inclusive Culture**

The CCIO will have the ability to motivate others, especially team members, to act in support of a diverse, equitable, and inclusive environment. This leader will bring experience working with and supporting BIPOC and other historically disenfranchised communities. Most importantly, the ideal candidate will be energized by helping to shape the [Community Foundation's DEI and Racial Equity](#) framework and organizational strategy. Importantly, the CCIO will support the work of the [Greater Buffalo Racial Equity Roundtable](#).

### **Network Builder & External Relations Expertise**

The nature of this role is to create systemic change through community impact. The CCIO will work with the Leadership Team to help broker solutions and create new relationships. The CCIO will partner with the Board while guiding the Community Impact Committee. The ideal leader will have comfort leading through moments of ambiguity and pivoting between internal and external leadership. This is a fast-paced position with community engagement at the center of the work. Strong candidates will bring understanding of how to move between diverse community and funding partners while also being an external representative on a local and national scale.



### Additionally, strong candidates will bring experience in:

- Deep engagement in community and a strong respect for the power of community engagement
- A demonstrated commitment to social purpose, equity and sustainable impact
- Strategic vision and agility and a fearless approach to affecting systems change through partnerships and collaborative initiatives
- A penchant for listening and a preference for working collaboratively to achieve shared goals and enhance programs and services
- An ability to make connections among various partners and sectors and seek out new and innovative solutions
- A strong understanding of data and an ability to utilize metrics to drive decision-making
- An ability to model and inspire teamwork, and to motivate and mentor staff
- A belief in the value that diversity, equity and inclusion bring to the workplace
- A strong network of relationships or ability to build one within the community
- A willingness to learn new skills
- Strong interpersonal skills and the ability to build trust among a variety of stakeholders by serving as a true partner
- A positive and flexible attitude
- A desire for continuous learning and growth alongside a commitment to excellence







## The Knowledge and Skills You'll Need

- Minimum Bachelor's degree or equivalent experience
- 10+ years of progressively more responsible management experience in philanthropy, nonprofit sector, government or similar fields
- Familiarity with trust-based philanthropy and working with a racial equity lens
- Strong relationship-building skills and an ability to work effectively and authentically across generations, cultures, and diverse constituencies
- Demonstrated success in designing and sustaining management and operational plans to advance long term goals through annual workplans
- An informed perspective on racial equity and demonstrated cultural competence
- Proven experience in nonprofit or philanthropic work
- Knowledge of nonprofit organization management and financial reporting
- Excellent analytical, conceptual and organizational skills with attention to detail
- Excellent written and verbal communication skills
- Creativity and flexibility with experience working as part of multidisciplinary team
- Demonstrated qualities of integrity and discretion
- Ability to thrive in a fast-paced, open, and collaborative environment, and
- A love of Western NY and a strong desire to foster an equitable and inclusive community throughout our 8 counties

## What We Offer

- Competitive salary and benefits
- A team-oriented work environment
- Opportunities to build skills, make creative contributions and develop professionally



## CONTACT

Koya Partners, the executive search firm that specializes in mission-driven search, has been exclusively retained for this engagement. Please submit a compelling cover letter and resume to Erin Reedy and Turner Delano [here](#).

Koya Partners is committed to providing reasonable accommodation to individuals living with disabilities. If you are a qualified individual living with a disability and need assistance expressing interest online, please email [NonprofitSearchOps@divsearch.com](mailto:NonprofitSearchOps@divsearch.com). If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

Community Foundation is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.

## About Koya Partners

Koya Partners, a part of Diversified Search Group, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy—**The Right Person in the Right Place Can Change the World**—guides our work as we partner with nonprofits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world.

For more information about Koya Partners, visit [koyapartners.com](http://koyapartners.com).