



# Ann Arbor Area Community Foundation

## Senior Community Investment Officer

As frequently cited statistics note that communities of color, women, and other marginalized groups apply to positions only if they completely meet qualifications, we encourage you to upend those statistics and apply to this position. We excitedly anticipate your application and cover letter detailing why you are interested, how you are exceptional, and in what ways [AAACF's values](#) align with yours.

**Overview:** The Senior Community Investment Officer is a full-time, exempt position reporting to the Vice President of Community Investment. This role provides strategic leadership for AAACF's grantmaking initiatives, community partnerships, and equity-focused programs. The Senior Community Investment Officer ensures alignment with AAACF's strategic priorities, fosters strong relationships, and advances racial equity in all aspects of grantmaking. As a member of the Community Investment Team, this position collaborates across departments to deliver measurable community outcomes that reflect AAACF's mission.

### Responsibilities include:

- Design and implement strategic grant programs that reflect AAACF's priorities and respond to emerging community needs
- Ensure initiatives are grounded in AAACF's strategic framework and demonstrate measurable impact through thoughtful evaluation
- Cultivate and maintain meaningful partnerships with community organizations and stakeholders to strengthen trust and shared impact
- Advance initiatives that deepen community involvement and enhance partner satisfaction through collaborative engagement
- Oversee efficient and transparent grant distribution processes to ensure timely support for grantees and maintain rigorous budget management practices
- Lead comprehensive evaluation and reporting efforts to demonstrate outcomes and accountability across all grant portfolios
- Champion equity-focused initiatives that address systemic disparities and promote inclusion in all aspects of grantmaking
- Engage community voices to inform inclusive practices and strengthen trust while providing training and development opportunities for staff to advance equity principles
- Manages and oversees members of the Community Investment Team and reports back to the Vice President of Community Investment

### Position Requirements

#### Education and Experience

- Extensive experience in strategic grantmaking, community engagement, and nonprofit leadership; foundation experience strongly preferred
- Bachelor's degree required; advanced degree in public policy, social impact, or related field preferred

## Technical Competencies

- Expertise in grantmaking best practices, impact evaluation, and equity-driven strategies
- Strong proficiency in data analysis, reporting, and modern grant management systems
- Ability to manage complex financial processes and meet deadlines consistently
- Exceptional verbal and written communication skills
- Good command of modern office software and technologies
- Familiarity with Washtenaw County issues, nonprofits, donors, and communities is preferred

## Behavioral Competencies

- **Mission:** Genuine and demonstrated passion for the community and the AAACF vision around diversity, equity, and inclusion. Demonstrated leadership presence to represent the Core Values of the Foundation in the public sphere
- **Communication:** Ability to establish effective relationships with prospective donors, donors, professional advisors, board members, and staff members; incorporate a strong customer service ethic into all activities (a service-oriented mindset is critical); confidentiality and discretion are a must
- **Teamwork:** Consummate team player; comfortable supporting and leading group efforts; willingness to embrace AAACF's strategic and tactical direction; active manager and mentor for all direct reports; contributes to a positive culture for all AAACF staff
- **Organization:** Highly motivated, self-organized; thrives on handling multiple activities at once; able to prioritize issues on an ongoing basis; great attention to detail; able to handle most office tasks without assistance
- **Professional Maturity:** Able to work independently to achieve objectives and solve problems; an entrepreneurial and creative mindset; a very strong work ethic, as well as integrity and sound judgment

## **Benefits include:**

- Four workdays in the office; one day remote
- Health, dental and vision insurance
- 403(b) plan with contribution matching
- Life insurance
- Short and long-term disability insurance
- Flexible spending and childcare savings accounts
- Paid time off and more

## **Compensation**

The minimum starting salary for this position is \$75,000; an offer will be based on a candidate's relevant qualifications and experience.

## **How to Apply**

Please submit your resume, cover letter and answers to the questions below to [jobs@aaacf.org](mailto:jobs@aaacf.org) or apply online [here](#).

The cover letter should be addressed to the HR Department. You may also direct questions about this posting to [jobs@aaacf.org](mailto:jobs@aaacf.org). (no phone calls, please). Applications will be reviewed on a rolling basis and accepted until the position has been filled.

- What makes you an exceptional candidate for this position?
- Why do you want to work at AAACF?
- Which, if any, of our Core Values resonates with you?

AAACF is an equal opportunity employer.