



Senior Community Partner – Behavioral Health

Date of Last Revision: 2/27/24

Title Group: Partner • advances the purpose and values of the Foundation and achieves community impact through grantmaking and community engagement
• has no responsibilities for performance management of staff

Department: Community Engagement and Impact

Reports To: Director of
Community Impact

Status: Full Time | Exempt

About the New Hampshire Charitable Foundation

The New Hampshire Charitable Foundation is New Hampshire's statewide community foundation, founded in 1962 by and for the people of New Hampshire.

We are the place where generosity meets the dedication and ingenuity of nonprofits and the potential of New Hampshire students. For six decades, thousands of people have entrusted their charitable resources to the Foundation, creating a perpetual source of philanthropic capital and making it possible for the Foundation to award more than \$60 million in grants and scholarships every year. We have a staff of 54 passionate and dedicated professionals working across the state, and are governed by a highly engaged Board of Directors.

The Foundation's purpose is to make New Hampshire a more just, sustainable and vibrant community where everyone can thrive. Our current strategic plan, [*Together We Thrive*](#), (TWT) is focused on advancing equity, racial justice, and economic security. That's because when a community can draw on the potential, strength, ingenuity and grace of every person in it, that community will be healthier, happier, more prosperous and a better place to live for all.

Position Summary

Primarily Advances Goal1, Strategies 1 & 2 of Together We Thrive: Advancing equity and racial justice by leading with our community work.

The Senior Community Partner is responsible for advancing the Foundation's purpose and achieving equity, racial justice and economic security through community engagement, effective grantmaking, managing grant programs, advancing Foundation strategic initiatives, and informing donor-advised grantmaking. Senior Community Partners also develop and share community knowledge with staff, donors, and community leaders. This position is focused on supporting NHCF's substance use disorder (SUD) and behavioral health initiatives and the Greater Rochester Community Health Foundation (GRCHF). Duties will also include contributing as a team member to advancing other identified strategic initiatives. The position is statewide and requires regular presence in the Concord office and statewide travel.

Essential Job Functions and Responsibilities

Community Engagement and Impact

In partnership with and under the direction of the Initiative Lead or Director of Community Impact:

- Identifies and evaluates opportunities for using foundation resources and levers to achieve outcomes – grants, public policy, and community engagement -- and presents strategic recommendations that achieve the goals of NHCF SUD and behavioral health initiatives.
- Establishes and maintains relationships with key partners including nonprofit collaborators and grantees, elected and appointed officials from the public sector, and community leaders .
- Manages the work of grant committees that may be established to bring community engagement to the grantmaking process and serves as a content area knowledge resource to the committees.
- Contributes to evaluation and learning related to work conducted under programmatic initiatives and recommends and implements modifications to Foundation strategy based on outcomes and lessons learned.
- Contributes to grantmaking in assigned areas, in collaboration with other CEI department staff, including:
 - Manages and oversees grant programs.
 - Reviews applications; recommends funding; responds to funding requests.
 - Monitors and reports on grant outcomes to staff, donors as requested, and other stakeholders
- Manage ongoing grant programs
- Participate on community-based workgroups or committees, including but not limited to the NH Children's System of Care Advisory Council and other collective impact efforts within the behavioral health space
- Provides day-to-day leadership and coordination of work under NHCF's service agreements with GRCHF in the areas of finance and investment, community expertise and engagement, grantmaking and governance and administration. Guides the GRCHF board in the areas of community engagement and grantmaking. Establishes and maintains relationships with community members and organizations in Strafford County with a focus on elevating voices of Strafford County residents.

Providing Community Leadership

In partnership with and under the direction of the Initiative Lead or Director of Community Impact:

- Represent NHCF externally on needs and issues related to strategic initiative areas and advancing the goals of strategic initiatives.
- Works directly at the community level to meaningfully engage individuals and stakeholders in the development and implementation of programs responding to community need in strategic initiative areas.

Informing Donor-advised Grantmaking

- Provides grantmaking advice and planning, and responds to staff and donor inquiries, working with Donor Engagement and Philanthropy (DEPS) staff to increase donor engagement and giving with a specific focus on strategic initiative areas.
- Reviews grant applications and advises on community needs, quality nonprofits, best practices, and grantmaking or impact investing opportunities for donors.

Developing and Sharing Community Knowledge

- Acquires and shares community knowledge with staff, donors, prospects, and community leaders to inform grantmaking, grantee practice and Foundation initiatives, or to provide content for Foundation materials and events as needed.

Other

- Performs other duties as assigned

Essential Knowledge, Skills, and Attributes

- Belief in the purpose and values of the New Hampshire Charitable Foundation
- Excellent interpersonal and relationship management skills; demonstrated ability to interact well with and respect a diverse range of people, experiences, and constituencies
- Knowledge of and/or experience working with NH's substance use disorder ecosystem, including prevention, treatment, harm reduction and peer recovery supports
- Knowledge of and/or experience in children's behavioral health issues and NH youth-serving systems
- Experience or willingness to learn about the social determinants of health.
- Experience or willingness to develop skills in using grantmaking, public policy and community engagement to achieve stated outcomes.
- Knowledge and/or experience with intentional and meaningful involvement of individuals and communities in the development and implementation of programs and/or policies that affect them
- Understanding of and experience with the nonprofit sector
- Broad understanding of equity and social justice issues and philanthropy's role in advancing equity
- Ability to handle sensitive and confidential information with discretion and judgment
- Ability to learn, hold, and share knowledge across a range of topics.
- Ability to be self-directed, as well as succeed and thrive in a collaborative team environment
- Ability to lead, inspire and motivate others, and assume leadership on a team when appropriate
- Effective written and verbal communication skills, including active listening, and public speaking
- Ability to work comfortably in a fast-paced environment
- Ability to organize multiple tasks/projects, as well as prioritizing tasks within projects and delegating when appropriate
- Intellectual curiosity and ability to present complex ideas and analysis of ideas

Job Characteristics

- Can be based in a home office or a shared office environment in Concord, NH; with regular presence in the Concord office required, to vary depending on work needs
- Night and/or weekend work may be required
- Travel around the state required on a regular basis; may require occasional overnight travel

Essential Qualifications

- A combination of education and experience equivalent to the needs of the role
- Background in Public Health or Macro Social Work a plus
- Nonprofit, public agency or for-profit (in an adjacent field) experience required

- Strong computer skills, including email, word processing, spreadsheets, Internet, and databases
- Valid driver's license

Organizational Life

- Participates in the Foundation's organizational life, including department management, improvement teams, and events as required
- Positively demonstrates the values and contributes to the culture of the Foundation
- Demonstrates a commitment to community and the well-being of New Hampshire
- Interacts professionally with other employees and external stakeholders
- Works effectively as a team contributor on all assignments
- Follows all company policies and procedures, as well as all local, state and federal laws concerning employment
- Contributes to a safe and productive work environment

Essential job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. This job description is general and may evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different and/or additional duties or responsibilities.