

I Am Trenton Community Foundation

Now Hiring: Part-Time Executive Director

Location: Remote, with occasional in-person meetings, events, and community-engagement activities in Trenton, New Jersey

Reports to: Board of Trustees

Engagement: Independent Contractor (1099), approximately 20 hours per week

Term: 12 months

Compensation: \$75–\$100 per hour, commensurate with experience

Anticipated Start Date: Early to mid-October

About I Am Trenton Community Foundation

I Am Trenton Community Foundation (IAT) was founded on the belief that everyone who lives, works, learns, and plays in Trenton can help make the city stronger. As an independent 501(c)(3) community foundation, IAT is guided by an all-volunteer Board of Trustees that reflects the community and is dedicated to making Trenton even better.

Through community engagement, civic pride, and strategic grantmaking, IAT empowers residents and grassroots organizations to drive meaningful, lasting change.

Position Overview

IAT seeks a collaborative, strategic, and community-centered Part-Time Executive Director to provide operational, administrative, financial, and strategic leadership in advancing the Foundation's mission.

Working in close partnership with the Board of Trustees, the Executive Director will lead fundraising and capacity-building efforts; support the Foundation's grantmaking operations; oversee organizational budgets, financial forecasting, and operational systems; coordinate contract staff and external consultants; and strengthen relationships with residents, grassroots organizations, donors, partners, and other stakeholders.

The Executive Director will help cultivate sustainable community impact, maintain a strong and visible public presence on behalf of IAT, and serve as a primary spokesperson in partnership with the Board.

Key Responsibilities

Fundraising and Resource Development

- Partner with the Board of Trustees to develop, implement, and manage a strategic fundraising initiative that expands IAT's grantmaking capacity and supports the Foundation's long-term sustainability.
- Identify, cultivate, and steward relationships with individual donors, foundations, corporate partners, and other prospective supporters.
- Support the Board with fundraising events, campaigns, and donor-engagement activities.
- Research, write, submit, and manage grant applications that support the Foundation's programs and operations.
- Track fundraising activity, maintain donor-related information, support donor communications, and provide regular updates to the Board.
- Develop strategies to diversify revenue sources and build long-term philanthropic support for IAT's mission.

Leadership, Community Relations, and Strategic Vision

- Serve as a primary spokesperson and visible ambassador for IAT in partnership with the Board, representing the organization at community events, meetings, media opportunities, and collaborative partnerships.
- Build and sustain strong relationships with Trenton residents, grassroots organizations, community leaders, public-sector partners, funders, and other stakeholders.
- Partner with the Board of Trustees to develop, implement, and assess strategic plans aligned with IAT's mission, priorities, and long-term vision.
- Identify and pursue opportunities for partnerships, collaboration, and community-engagement initiatives.
- Help elevate community voices and ensure IAT's work remains grounded in inclusive, resident-informed philanthropy.
- Support communications, storytelling, and public-awareness efforts that highlight IAT's grantmaking, partnerships, impact, and community success stories.

Contract Staff and Consultant Coordination

- Coordinate, manage, and support the work of contract staff, administrative support personnel, project-based consultants, and other external service providers engaged by IAT.

- Establish clear scopes of work, timelines, deliverables, communication protocols, and accountability measures for consultants and contract staff.
- Monitor contractor and consultant performance, facilitate regular check-ins, and ensure work is completed on schedule and in alignment with IAT's priorities.
- Coordinate strategic capacity-building projects, including projects that use the Monday CRM/grants-management system.
- Recommend operational improvements, staffing needs, consultant engagements, and capacity-building priorities to the Board as appropriate.

Grant Management and Program Oversight

- Provide oversight and supervision for IAT's community grantmaking process, including application management, proposal-review coordination, and presentation of funding recommendations for Board consideration.
- Work closely with the Foundation's grantmaking committee and proposal reviewers, who will support review and recommendation activities.
- Help ensure fair, transparent, accessible, and community-centered grant distribution practices.
- Monitor funded projects for compliance, effectiveness, timely reporting, and community impact.
- Provide technical assistance and guidance to grant applicants and grantees, as needed.
- Track and report on grant-funded project outcomes and help share community success stories with donors, partners, the Board, and the public.
- Support ongoing improvements to grantmaking processes, application materials, evaluation practices, and grantee communications.

Financial and Operational Oversight

- Oversee the Foundation's financial health through budget development, financial forecasting, expense tracking, cash-flow monitoring, and regular financial reporting.
- Work with the Board to develop annual and project-based budgets that align available resources with organizational priorities, grantmaking goals, fundraising projections, and operational needs.
- Monitor actual revenue and expenditures against approved budgets; identify potential risks, opportunities, and budget variances; and recommend adjustments as needed.

- Prepare clear financial updates, forecasts, and recommendations to support informed Board decision-making.
- Coordinate with external accounting professionals, bookkeepers, and other financial advisors, as needed, to support accurate financial management and reporting.
- Help ensure compliance with nonprofit regulations, contractual obligations, internal financial policies, and sound operational practices.
- Maintain appropriate administrative records, contracts, grant files, donor information, and operational documentation.
- Strengthen systems and workflows that support efficient administration, grantmaking, fundraising, communications, and Board operations.

Board Engagement and Governance

- Collaborate with the Board of Trustees to support effective governance, clear communication, and informed decision-making.
- Prepare and present regular reports on financial performance, budget forecasts, fundraising activity, grant outcomes, consultant and contractor activities, and strategic initiatives.
- Support Board meeting preparation, including agendas, materials, presentations, action items, and follow-up.
- Support Board recruitment, orientation, engagement, and development efforts.
- Assist the Board in developing a long-term vision for the Executive Director role and its relationship to Board leadership.
- Provide timely guidance and recommendations to the Board regarding organizational opportunities, challenges, risks, partnerships, and capacity needs.

Qualifications

Education and Experience

- Bachelor's degree in nonprofit management, public administration, business, finance, communications, or a related field; equivalent professional experience will be considered.
- **At least five years of progressively responsible experience** in nonprofit management, community development, philanthropy, public administration, fundraising, or a related field.

- Executive Director, senior management, or comparable organizational leadership experience is welcome but not required.
- Demonstrated success in fundraising, donor relations, grant writing, partnership development, and resource development.
- Demonstrated experience developing budgets, managing financial information, conducting financial forecasting, and supporting sound organizational financial decision-making.
- Experience managing, coordinating, or supervising consultants, contractors, administrative staff, volunteers, or project teams.
- Experience working with or reporting to a volunteer Board of Trustees, Board of Directors, or similar governing body.
- Experience working with Trenton residents and organizations, particularly grassroots and community-based groups, is strongly preferred.

Core Skills

- Strong financial management, budget-development, forecasting, and grant-administration skills.
- Excellent written, verbal, interpersonal, public-speaking, and presentation skills.
- Proven ability to build trusted relationships and collaborate with diverse community stakeholders.
- Ability to balance strategic leadership with hands-on administrative, operational, and project-management responsibilities.
- Strategic, organized, resourceful problem solver with strong judgment, follow-through, and attention to detail.
- Demonstrated commitment to equitable, inclusive, and community-centered practices.
- Bilingual English/Spanish skills are preferred.

Technical Skills

- Proficiency with Microsoft Office and Google Workspace.
- Experience with grant-management, donor-management, CRM, project-management, and/or database platforms.
- Experience using Monday CRM or similar systems is preferred.

- Experience with QuickBooks or comparable accounting software is a plus.

Work Environment and Schedule

This is a remote, part-time independent-contractor engagement of approximately 20 hours per week. The Executive Director will work remotely for most administrative, fundraising, grant-management, communications, financial, and strategic-planning responsibilities.

Because I Am Trenton Community Foundation is rooted in community-led philanthropy and local engagement, the Executive Director must be available for occasional in-person activities in Trenton, including Board meetings, community-engagement activities, partner meetings, fundraising events, grant-related activities, and other key Foundation events.

Occasional evening and weekend work will be required. The Executive Director must be able to work independently, manage multiple priorities, communicate proactively with the Board of Trustees, and respond effectively to evolving organizational and community needs.

To Apply

Please submit a resume, professional references, and a cover letter describing your interest and qualifications to info@iamtrenton.org.

I Am Trenton Community Foundation is committed to strengthening Trenton through inclusive, community-led philanthropy and engagement.