

I AM TRENTON

COMMUNITY FOUNDATION

Job Title: Part-Time Executive Director (Interim)

Organization: I Am Trenton Community Foundation

Location: Trenton, NJ (Hybrid/Remote options available)

Reports To: Board of Trustees

Position Type: Consultant (Approximately 20 hours per week for up to 12 months)

Compensation: \$75 - \$100 per hour (1099) for 6 - 12 months

Start date: Early to mid June

About I Am Trenton Community Foundation:

I Am Trenton Community Foundation (IAT) was founded with the belief that everyone who lives, works, learns, and plays in Trenton can contribute to making the city stronger. As an independent, nonprofit 501(c)(3) tax-exempt community foundation, IAT operates under the leadership of an all-volunteer Board of Trustees, representative of the community and dedicated to the mission of making Trenton even better. Through community engagement, building pride in the city, and strategic grant-making, IAT empowers residents and grassroots organizations to drive positive change.

Position Overview:

The position will provide strategic, operational, and administrative leadership to advance IAT's mission. The position oversees the organization's grant-making initiatives, collaborates with community stakeholders, and supports the Board of Trustees in fostering engagement and sustainable impact. The selected person will also be instrumental in the development, implementation and ongoing management of strategic capacity building projects and fundraising initiatives.

Key Responsibilities:

Leadership & Strategic Vision:

- Serve as the primary ambassador for IAT, representing the organization at events, meetings, with media, and in collaborative partnerships.
- Work with the Board of Trustees to develop and implement strategic plans aligned with IAT's mission.
- Identify and pursue opportunities for partnerships, collaborations, and community engagement initiatives.
- Manage and coordinate the efforts of other project consultants, including, but not limited to, the strategic capacity building projects using the MONDAY CRM/Grants management system.

Development (with the board), implementation and ongoing management of a strategic fundraising initiative.

Grant Management & Program Oversight:

- Lead the administration of IAT's community grant-making process, including managing applications, review process for proposals, and synthesizing reviewer funding recommendations to the Board.
- Ensure fair and transparent distribution of grants, monitoring funded projects for compliance and effectiveness.

- Provide technical support and guidance to grant applicants as needed.
- Track and report on the impact of grant-funded projects, sharing success stories with the community.

Fundraising & Resource Development:

- Identify and cultivate relationships with individual donors, foundations, and corporate partners.
- Assist the Board with fundraising events and campaigns to expand IAT's grant-making capacity.
- Write and manage grant applications to support the foundation's programs and operations.
- Implementation and ongoing management of the strategic fundraising initiatives.

Financial & Operational Oversight:

- Oversee the foundation's financial health, including budgeting, expense tracking, and financial reporting.
- Ensure compliance with nonprofit regulations, financial policies, and best practices.
- Work with external accounting professionals, as needed, for financial management and reporting.

Board Engagement & Governance:

- Collaborate with the Board of Trustees to support effective governance and decision-making.
- Prepare and present regular reports on financial performance, grant outcomes, and strategic initiatives.
- Assist with Board recruitment and development efforts.
- Assist board in developing long term vision for Executive Director role and relationship to Board

Qualifications:

- Education: Bachelor's degree in nonprofit management, public administration, business, or a related field (or equivalent experience).

Experience:

- o Minimum of 5 years of leadership experience in the nonprofit sector, preferably in grant-making, community development, or foundation management.
- o Proven track record in fundraising, donor relations, and partnership building.
- o Experience working with or reporting to a volunteer Board of Trustees.
- o Experience working with individuals and organizations in Trenton NJ, especially at grassroots level.

Skills:

- o Strong financial management and grant administration skills.
- o Excellent written and verbal communication abilities.
- o Demonstrated ability to engage and collaborate with diverse community stakeholders.
- o Strategic thinker with strong organizational and problem-solving skills.
- o Bilinugal in English and Spanish preferred.

Technical Skills:

- o Proficiency in Microsoft Office, Google Suite, and grant management platforms.
- o Experience with donor management or CRM software is a plus.
- o Experience with QuickBooks is a plus.

Work Environment & Schedule:

- Flexible schedule, with occasional evening or weekend events.
- Hybrid or remote work options available, with regular in-person presence in Trenton required for community engagement activities and in-person board meetings.

To Apply:

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