



Position Title: **DIRECTOR OF CIVIC INITIATIVES**

Reports To: CHIEF EXECUTIVE OFFICER

Position Summary

The Community Foundation of Southwest Louisiana is seeking a highly skilled, dynamic Director of Civic Initiatives, who will be responsible for the creation, management, and successful implementation of all of the Foundation's initiatives and projects focused on civic improvements, with an emphasis on master planning for Calcasieu and Cameron parishes. Some civic initiatives facilitated by the Foundation include partnering to build Bark du Lac dog park, championing bike lanes and pedestrian paths, planting trees, overseeing workforce development initiatives in coordination with community partners, and helping Southwest Louisiana rebuild stronger after storms and other disasters.

The ideal candidate is goal oriented, results driven, and embraces the challenge of working in a fast-paced, constantly changing environment. Additionally, candidates must have a deep-rooted interest and passion for improving and investing in communities, as well as a working knowledge of the civic needs and opportunities that exist throughout Southwest Louisiana.

This is a full-time, permanent position based in the Lake Charles, Louisiana area.

Roles and Responsibilities

- Provides project management for initiatives related to the Foundation's role in supporting Southwest Louisiana's long-term recovery from Hurricanes Laura and Delta, including regional master planning efforts.
- Creates, leads, and implements the strategic development and implementation of all Foundation civic initiative projects by collaborating with internal and external stakeholders, donors, Foundation board members and staff, public agencies, and private businesses.
- Manages the performance and impact of all civic initiative projects, including project finances, community partnerships, and sustainability plans for key initiatives.
- Meets regularly with the CEO and Foundation staff to plan, execute, and evaluate strategic opportunities for the Community Foundation to grow its civic initiatives.
- Supports the CEO by participating in meetings, supporting and providing updates to relevant Foundation committees, developing regular reports and providing updates to the Foundation Board of Directors related to civic initiative projects.
- In coordination with the Communications Director, informs and implements Foundation communications involving civic initiatives or projects.
- In coordination with the CEO and Communications Director, regularly produces thought-leadership pieces on key issues affecting Southwest Louisiana.
- Seeks out and partners with organizations, businesses, and civic leaders to develop relevant and focused community impact strategies.

- Participates regularly in community activities and networking events to enhance the image of the Foundation, including speaking to groups, participating in civic engagement, and overall immersion in the community.
- Thinks critically and works proactively across functions and programs to generate and implement ideas that enhance donor or community relations.
- Maintains high degree of professionalism in all interactions with internal and external stakeholders, including work products developed.

Knowledge, Skills & Abilities

- A bachelor's degree in business, public administration, communications, urban planning, public health, public policy, human services, or other relevant discipline is required, with a master's degree in business administration or public administration considered a plus.
- Five-to-seven years of relevant experience, specifically focused in or around the philanthropic, private, public and/or nonprofit sectors.
- Experience leading programs or special projects, including planning and organizing, strategy development, implementation, day-to-day management, communications, evaluation, and other relevant functions.
- Expertise in community outreach, public policy, urban planning, community development, or other relevant field or discipline.
- Able to effectively manage and function as a collaborative member of a team in a fast-paced work environment that sometimes requires "all hands on deck" for any given circumstance.
- Able to maintain current knowledge of sectors, geographies, and more to deliver innovative, efficient services and work products.
- Highly organized with strong project management skills and able to juggle multiple priorities.
- Proficient and knowledgeable in various software programs and technology including Microsoft Office platforms.
- Excellent communication and interpersonal skills, including solid presentation and facilitation abilities and the ability to foster productive relationships with a diverse population.

How to Apply

Candidates should submit a resume to careers@foundationswla.org. Applications will be accepted until the position is filled.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. To successfully perform the job, individuals must be able to satisfactorily perform each essential duty. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Community Foundation of Southwest Louisiana is an equal opportunity employer that does not discriminate against employees or applicants for employment on any legally recognized basis or any protected class under federal, state, or local law.