



## **NETWORK OFFICER - EDUCATION**

### **Job Description**

New Hanover Community Endowment seeks an outstanding individual to join our team as a Network Officer – Education to manage the Education portfolio. The Network Officer will work with the Executive Vice-President of Programs and Operations to inform the Endowment’s education grant-making strategy to advance the Endowment’s evolving Education grantmaking strategies of a comprehensive education and competitive workforce to transform our community so all will thrive. This role is ideal for an individual who will cultivate and maintain relationships with communities, nonprofits, and other partners working on a wide range of initiatives and transformational opportunities. As a new organization, a start-up; we are looking for people who can thrive where there is no clear roadmap, who enjoy working on a high-performing team, have a high interest in moving the needle and getting results, and who are passionate about the idea and journey to transformational change.

#### **Background:**

The New Hanover Community Endowment's mission is to improve the health, education, safety, and economic opportunity of every person in the New Hanover County community. The Endowment seeks to identify and address the root challenges in these areas, aiming for long-lasting and deeply impactful solutions. Our strategic plan outlines measurable objectives, goals and desired impact the Endowment envisions for New Hanover County in the areas of social and health equity, education, community safety, and community development.

#### **Position Summary:**

The Network Officer - Education will be part of a team that implements the priority initiatives that meet the Endowment’s strategic plan for New Hanover County. The Network Officer will partner to support pathways to and through college for students; and build the capacity of institutions that focus on innovative strategies that support and enhance public early childhood education, K-12, and local higher education ecosystems to improve attainment and foster a trained, skilled, and diverse professional workforce. Responsibilities include conducting most aspects of the grantmaking and community engagement process, including but not limited to: program research; reviewing grant requests; evaluating grants; grant activity tracking; interfacing and networking often with grantees and the greater community. The Network Officer will be passionate about social and health equity, education, community development, and community safety; have a track record of measurable results, growth, and financial strength; be flexible, and adaptive.

#### **Responsibilities:**

Oversight of the day-to-day execution of grantmaking:

- Leads the Endowment’s Education grantmaking.

- Identifies organizations with strong potential for partnership; conducts due diligence and recommends grantee partners with effective track records, internal capacity, and strategic skills.
- Review grant proposals, performing essential due diligence and evaluation. In addition, conduct research relevant to program areas.
- Manage program budgets for areas of responsibility.
- Communicate with grant-seekers regularly through virtual and in-person meetings and will conduct site visits as part of the review process.
- Represent grant-seekers by presenting grant request summaries for presentation to Endowment leadership and the Board.
- Will work collaboratively with the EVP, program team and across the organization in all aspects of grantmaking, including some administrative work.
- Work with the program team to ensure that all impact activities and operations are carried out in compliance with local, state and federal regulations and laws.
- Identify and analyze public and private funding opportunities.
- Researches and keeps abreast of issues, trends, exemplary programs, and best practices (nationally as well as locally) in the Education field.
- Regularly monitor programs and processes for impact and efficiency; recommend adjustments to correct.
- Other organizational duties as assigned.

Collaborate with other Grantmakers and organizational partners:

- Support the Endowment's collaborative work by coordinating with other grant-makers whose ideas, projects and programs align with the organizational funding priorities and interests.
- Actively be involved with and knowledgeable about community initiatives and organizations that represent potential partners.
- Build community goodwill and further the mission of New Hanover Community Endowment.
- Represent the Endowment and its priorities in the community through collaboration, conferences, site visits, and engagement with philanthropic partners to coordinate, strengthen, and promote nonprofit/philanthropic sector interests.
- Build knowledge about community needs and national issues that impact the work of the Foundation and will share findings with the NHCE leadership and Board.
- Provide technical assistance and consultation to grant seekers and makers, and make introductions as appropriate, in support of the nonprofit sector.

### **Required Experience & Qualifications:**

Undergraduate degree or equivalent experience and a minimum of 5-7 years of related professional experience in early childhood, K-12, or post-secondary education. Master's degree preferred.

Other qualifications include:

- Experience in philanthropy and/or nonprofit sector preferred.
- Confident verbal communicator and able to develop well-crafted and customized written communications that are clear, effective, and empathetic across various audiences.
- Experience in building and maintaining strong, collegial, and collaborative relationships with diverse constituencies and an ability to make and anticipate mutually beneficial connections between people and resources.
- Strategic and Entrepreneurial Mindset: Self-motivated and able to analyze, research, synthesize, take initiative, and execute strategies with a high degree of agility and independence.
- Continuous Learner: Routinely engages in professional learning, growth, and activities that demonstrate a curiosity education to commonly held values and behaviors (i.e., commitment beyond self, openness and honesty, integrity, etc.)
- Technically Skilled: Able to plan and project manage complex meetings and events, manage virtual collaboration using advanced features of Zoom or other digital tools, and demonstrate proficiency in common office tools like Microsoft Office Suite.
- Demonstrated leadership with strong focus on outcomes, consistency in execution, and exploring new approaches for greater impact and efficiency.
- Demonstrated ability to set and achieve ambitious personal and professional goals
- Budgeting and finance knowledge.
- A willingness to function in other content areas is also required, as the Endowment's programmatic interests may shift from time to time.
- Exceptional interpersonal, public relations, oratory, written and presentation skills, and the ability to represent the organization externally across a wide audience.
- Excellent time management skills.

### **Salary**

The salary is competitive and commensurate with experience. Candidates are encouraged to describe their skill set and experience considering the above qualifications.

Send résumé, statement of interest, and salary expectations to NHCE Human Resources via email, [Careers@nhcendowment.org](mailto:Careers@nhcendowment.org) and include “Network Officer - Education” in the subject line.

*New Hanover Community Endowment welcomes applications from people of all cultures, backgrounds, and experiences, and values having a diverse staff. Employment opportunities are based upon individual capabilities and qualifications without regard to race, gender, religion, sexual orientation, age, national origin, disability, veteran status, or any other protected characteristic as established under law.*