

Los Altos Mountain View Community Foundation (the Foundation) inspires, leads, and empowers residents for a stronger community. The Foundation provides grants, creates social impact opportunities, incubates emerging nonprofits, offers donor advised funds, and partners with community organizations and residents on solutions that make a difference.

We are committed to fostering an inclusive environment for people of all backgrounds. The Foundation is committed to equity and does not discriminate on the basis of race, color, religion, creed, national origin or ancestry, sexual orientation or expression, gender, marital status, age, physical or mental disability, military status, genetic information, or any other protected characteristic as established under law. We highly encourage BIPOC (Black, Indigenous and people of color) candidates to apply for this role.

Position overview

The Community Leadership & Learning Manager manages the development, volunteer recruitment, implementation, and results for the Foundation's community leadership programs. The two leadership programs – E3 (teen philanthropy) and LEAD (adult civic engagement) – jointly prepare community residents for leadership and advocacy roles in our local area while amplifying the values of local philanthropy and compassion. The Manager will help us build and maintain an influential philanthropic voice and communicate our local impact.

The position reports to the Program Officer and works closely with other staff to achieve the Foundation's programmatic and development goals.

E3 Program Details

E3 educates, engages, and empowers local high school youth to develop the knowledge and skills needed to bring about positive local change. Program participants meet from August through May, with some planning during June and July. The objectives of the program include:

- Learn about the needs of the local community;
- Give hands-on exposure to philanthropy, service, nonprofits, and grantmaking;
- Develop leadership skills;
- Help participants define and connect to their personal and group values and develop empathy;
- Empower teen participants to identify and engage in local service projects; and
- Educate and engage teen participants in the process of identifying local issues and designing a responsive grant making approach.

LEAD Program Details

LEAD brings together adults from our local area in civic engagement, advocacy, outreach, power analysis, systems change, and policy development in order to advance community-based solutions. Program participants meet from January through May, with some planning and recruitment activities in November and December. The objectives of the program include:

- Learn about the needs of the local community and agencies responding to those needs;
- Inspire local volunteerism, civic engagement, and philanthropy;

- Encourage community building and civil discourse; and
- Develop a cohort of locally engaged community members.

Responsibilities

- In partnership with the Executive Director and Program Officer, review, update, and implement appropriate curriculum to accomplish goals of both programs;
- Coordinate regularly scheduled education sessions for program participants on current issues affecting the community and how they can get involved;
- Develop and manage relationships with a broad base of constituents (including faith-based institutions, public officials, local government agencies, social service agencies, teachers, school leaders) and build their support for experiential opportunities;
- Develop and implement a system to evaluate success of leadership development efforts that includes clear metrics for a “leadership ladder” and relationship management with partner organizations;

Qualifications

The ideal candidate should have a passion for leadership development, cultivating youth and adult leaders, hyper-local and regional philanthropy, and appreciate the role of the Foundation in building community. The person will have:

- Demonstrated commitment to and familiarity with the north Santa Clara County communities including those served by the Foundation;
- Prior success in curriculum design, advancing, and implementing a leadership development program;
- Willingness to iterate strategies and approaches, with the ability to recognize when to course correct as necessary;
- Success working effectively with a small team, but also independently as a self-starter;
- Appreciation for accuracy, commitment to excellence, and preference for collaborative work environments that deliver clear results; and
- The ability to build trusted relationships and effectively represent the Foundation in a variety of settings.

Salary

- The Foundation has budgeted up to \$40,000 for this half-time position. Salary will be commensurate with experience.

Benefits

- This part-time position offers 3 sick days per year and is eligible for the Foundation’s 403b retirement plan.

Time Requirement

- This is a half-time position requiring an average of 19 hours per week with evening hours for onsite and hybrid meetings with program participants. Work may be conducted from our office or a remote location in or near the communities served by the Foundation.

Application Process

Please send a cover letter describing your interest in this position and a resume to jobs@lamvcf.org. Please use "Community Leadership & Learning Manager – Your Name" in the subject line.