



Goodman Nonprofit Center Director Candidate Profile

Who We Are

The mission of Madison Community Foundation (MCF) is to engage Greater Madison in philanthropy to advance a more vibrant and equitable community. MCF is a nationally accredited community foundation and a trusted philanthropic leader.

- We collaborate with donors to support the causes they care about most
- We work with nonprofits to build endowments that provide an annual source of support for their mission
- We deploy grant funding in effective, efficient, and equitable ways that positively impact our community

The community of donors we bring together makes MCF strong. Our team makes MCF different. We know our donors and we know our community. Our commitment to both, for over 80 years, has earned us their trust. Madison is frequently named one of the best places to live in the country. While we are all proud of that recognition, we know there is still work to do to foster a community where fairness, inclusion, and respect thrive.

Our Team

MCF's dynamic team shares a commitment to our mission. We come from different backgrounds and bring different lived experiences to the table. Some people have worked at MCF for 15+ years while others are new to the team. We encourage a full range of diversity and talent. Everyone's voice is valued.

Our office resides in beautiful downtown Madison, Wisconsin, conveniently located off the state's Capitol Square and is surrounded by restaurants, shops, and businesses of all kinds. Whether it is just the daily hustle and bustle, the free Lunchtime Live music series, Art Fair on the Square, or the largest producers-only Farmers' Market in the country, there is always something going on downtown. When you are part of the MCF team, you are in the middle of what makes Madison... Madison.

What We Need

MCF is currently seeking a Goodman Nonprofit Center Director to join the Community Impact team. This role is ideal for someone who seeks purposeful work in a friendly team environment alongside people of all ethnicities, backgrounds, orientations, and abilities. Our ideal candidate is enthusiastic about this role at this organization, is trustworthy, is humble, desires to grow and learn, and is passionate about serving our community.

What You Do

Interested candidates should forward a cover letter – including how your skills align with the requirements of this position and how your values align with those of MCF – and resume to apply@madisongives.org. This position primarily works **in the MCF office with the option of occasionally working remotely**. Interviews for this position will begin in mid-December.

Job Title:	Goodman Nonprofit Center Director
Department	Community Impact
Reporting To:	Vice President, Community Impact
Date Approved:	October 21, 2024
FLSA Status	Exempt

Role at Madison Community Foundation (MCF)

The Goodman Nonprofit Center Director (GNCD) is part of the Community Impact Team, and works with the Vice President of Community Impact and staff to develop, launch and operate the Goodman Nonprofit Center (Center). The GNCD is the primary point of contact for the Center and is responsible for nonprofit capacity-building, research and advocacy.

Summary of Major Responsibilities

Center Management (40%)

- Develop, launch and operate the Goodman Nonprofit Center. Work with staff to:
 - Manage an Advisors Council to guide the Center on strategy, programming, evaluation and future development
 - Refine and implement the business plan for the Center
 - Work with MCF Finance and Operations team to develop budgets and cash flow projections
 - Work with MCF Donor Engagement team to expand the endowment for the Center
 - Establish baseline metrics; identify field benchmarks; and measure Center effectiveness
 - Author communications content about the Center and its programs for MCF-related publications and Center exclusive publications
 - Develop and maintain standard operating procedures integrated into MCF's standard operating procedures
 - Represent the Center at forums and events in the community
 - Work with Community Impact Coordinator to develop Center events, as appropriate
 - Supervise the work of Community Impact staff when working on behalf of the Center
 - Ensure the Center maintains and advances diversity, equity and inclusion in its development and operation

Center Educational Programming and Resources (35%)

- Develop and implement a 10-12 month professional leadership development program
 - Develop and deploy curriculum to address the practical needs of nonprofit leaders in 10-12 day-long sessions, scheduled once per month over the course of a year.
 - Develop evaluation practices to determine the effectiveness of the program and recommend further development.
 - Help determine tuition levels
 - Recruit cohort(s) of participants
 - Manage implementation
- Develop a dynamic and evolving online resource library, that provides access to timely, credible research on a variety of topics, offers a current calendar of workshops in the area, and profiles consultants offering services to the nonprofit field.

- Work strategically with colleague organizations to understand professional development offerings for nonprofits in Greater Madison and provide complementary programs and services.

Center Collaboration and Collective Impact (25%)

- Advance collaboration among nonprofits by identifying and implementing opportunities to convene nonprofits working on similar issues.
- Help identify national funding opportunities and help secure grantmaking resources to help coalitions apply for major grants
- Engage with local nonprofit leaders, researchers, and national nonprofit centers, to gather and share research to meet the needs of MCF, the nonprofit field, and the community.
- Identify policy advocates working in MCF focus areas. Find out what gaps exist in advancing the policy change we seek and identify ways MCF can bridge those gaps.
- Develop coalitions to effectively engage in targeted advocacy around key MCF priorities

This job description describes the general nature and scope of responsibilities for this position. Other duties and responsibilities may be assigned or removed at any time.

Work Environment

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- Primarily perform work in an office environment
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position
- Work with frequent interruptions
- Must be able to remain in a stationary position for long periods of time
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds
- Travel to visit nonprofits, attend conferences, workshops, and other related events
- Attend community events

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Success in This Role Requires

- Support of MCF values of integrity, generosity, effectiveness, sustainability and equity
- Strong listening, written and verbal communications abilities
- A proactive work ethic with the ability to work independently and as part of a group
- Ability to maintain confidentiality; keep sensitive information private
- Actively contribute to and promote a positive work culture
- Demonstrated problem solving skills and ability to manage deadlines and competing priorities
- Strong understanding of the nonprofit field, and interest in developing the capacity of its leaders
- Knowledge of educational pedagogy
- Excellent organizational and analytical skills, and attention to detail
- Develop and supervise departmental staff
- Availability for occasional evening and weekend hours to attend events
- Computer proficiency, including database manipulation, and proficient use of Microsoft Office products

Education and Experience

- Bachelor's degree in education, public policy, business, community services, or related fields
- A minimum of five years' experience in the nonprofit sector or related field
- Experience with research competence using both online and in-person sources
- Knowledge of the Dane County nonprofit sector preferred
- Proficient use of Microsoft Office products
- Prior experience with donor management software; experience with akoyaGO preferred
- All candidates must be authorized to work in the United States without sponsorship

Salary Range

- \$80,000 - \$90,000