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### ***Pilot Program Staffing Support Grant/Funds***

In November of 2007, the Iowa Council of Foundations (ICoF) and the Community Vitality Center (CVC) supported the Community Foundation of the Great River Bend through funding to provide direct staffing support to grow local community foundation affiliate organizations through various efforts such as building endowment funds, networking with professional advisors and promoting the importance of charitable opportunities in regard to the transfer of wealth information in Iowa. We have heard from all pilot projects about various successes and it is now time to collect a more formal report on the work that was conducted for your specific project, in part, due to the support from the ICoF and CVC.

The Iowa Council of Foundations and the Community Vitality Center request the following information, to be submitted via hard copy and email, *no later than April 15, 2009* (see submission information at the end of this document). Such reporting, unless otherwise specified by your organization in writing, will also *indicate your desire to extend the pilot project program for one additional year*. Upon review and any necessary follow-up by the ICoF and CVC, your community foundation will receive notification as to potential funding for an additional year.

#### **Organizational Information:**

Community Foundation Affiliates Engaged in the Pilot Program Staffing Grant/Funds:

- Community Foundation of Cedar County
- Community Foundation of Des Moines County
- Community Foundation of Louisa County
- Community Foundation of North Lee County
- Community Foundation of Van Buren County
- Community Foundation of Washington County
- DeWitt Area Community Foundation
- River Bluff Community Foundation

Host Community Foundation: Community Foundation of the Great River Bend

Host Community Foundation Main Contact: Susan S. Skora, President & CEO

Email: SusanSkora@cfgrb.org Phone Number: 563-326-2840

Street Address: 852 Middle Road, Suite 100 City, St, Zip: Bettendorf, IA 52722

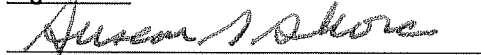
Individual Serving as Pilot Program Staff as a Result of Funding: Matt Mendenhall

Email: MattMendenhall@cfgrb.org Phone Number: 563-326-2840

Briefly describe the structure of this arrangement (consultant, contractor, employee, etc.): Matt is a full time employee of the Foundation.

Provide the time commitment put forth by this individual to work on the Pilot Program Staffing Grant/Funds (i.e. 34 hours/week, 20 hours/month): 25% of Matt's time is dedicated to affiliate work.

**Signatures**



President/CEO of Host Community Foundation

4-15-09

Date



Individual Engaged as Pilot Program Staff

4-15-09

Date

# COMMUNITY FOUNDATION OF THE GREAT RIVER BEND

## DIRECTOR OF REGIONAL PROGRAMS

### JOB DESCRIPTION – EXEMPT

*Responsible to:* President & CEO

*General Job Purpose:* This person will provide support to the Community Foundation by ensuring and communicating the Foundation's strategic impact on our community. The position is responsible for directly implementing program initiatives and supporting the regional affiliates of the Foundation.

Responsibilities include:

#### **Program Management**

- Participate in overall planning and policy decisions as a senior staff member.
- Manage and provide oversight for all CFGRB Program processes, operations, and results related to strategic initiatives (Community Vitality/Communityworks/Affiliate network).
- Provide input into annual Program budget.
- Work with other CFGRB functional areas to develop joint, strategic programs for the community.
- Oversee the work of consultants hired for functions related to Program.
- Support the mission, vision, and strategic goals of the CFGRB.

#### **Community Assessment and Leadership**

- Oversee knowledge management and assessments of community resources, programs, trends, and priority needs.
- Maintain knowledge of the programmatic funding priorities of national foundations and secure national support for focus areas.
- Develop, formalize and maintain a strong network related to focus areas involving a diverse group of citizens, professionals, community stakeholders, and

elected officials, including those on a regional and national scene when appropriate.

### **CFGRB-directed program initiatives**

- Develop and implement CFGRB leadership initiatives.
- Prepare reports on the status of current initiatives.
- Provide recommendations on options for new community initiatives, their rationale, and possible impact.

### **Field of interest responsibilities**

- Manage and in some cases staff current field-of-interest funds/initiatives and report the results with recommendations to increase impact if needed.
- Assess funding support for each focus area and, in consultation with the CFGRB development area, implement recommendations to address funding.
- Recommend establishment of new FOI funds to support new priorities

### **Affiliate responsibilities**

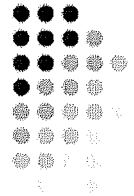
- Assist Affiliate boards in developing and maintaining asset development plans, marketing plans, grantmaking plans, and any other annual and long-term plans.
- Develop, plan and conduct Affiliate board training, orientations, strategic planning sessions, and other workshops as needed.
- Serve as primary liaison between Affiliates and CFGRB.

### **Research and evaluation**

- Manage a thorough evaluation system to measure the effectiveness of the CFGRB's programs and initiatives.
- Provide reports on the above on a periodic basis.
- Implement improvements to programs and processes indicated as needed by such evaluations.

## Qualifications and requirements

- 5 years of progressively more responsible experience in philanthropy or similar fields
- BA in planning, public administration, social work, sociology, or equivalent field required
- Proven track record in program development
- MBA in nonprofit management or an MA in the above fields preferred
- Extensive knowledge of the nonprofit sector and experience in leading and facilitating community coalitions
- Demonstrated ability to establish and maintain effective relationships with persons of diverse backgrounds and organizations throughout the community
  
- Strong analytical, evaluative, and managerial skills
- Excellent oral and communication skills
- Computer proficiency in all Microsoft components (Word, Excel, Power Point required)
- Experience in working independently and as part of a team
- Experience in the management and supervision of staff
- Ability to prioritize multiple projects and work under pressure
- Commitment to the team effort of the CFGRB

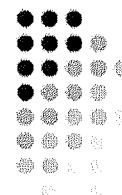


# Affiliate Stats #1

	# of Funds	Fund \$
<b>2004</b>	9	\$1,413,189*
<b>2005</b>	63	\$2,426,643
<b>As of 9-2008</b>	171	\$6,577,584

*\*Geneseo as only affiliate until 2005*

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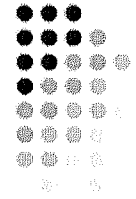


## Affiliate Stats #2

	# of Gifts Received	Gift \$
2004	25	\$276,002*
2005	240	\$1,260,437
2007	1408	\$1,922,136

*\*Geneseo as only affiliate until 2005*

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# Affiliate Stats #3

	# of Grants Awarded	Grant \$
2004	18	\$16,111*
2005	31	\$308,857*
2007	231	\$614,102

*\*Geneseo as only affiliate to grant until 2006*

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## Specific Evaluative Questions

1. The specific goals to enhance capacity were to:

- Educate on the Community Foundation “tool box”
- Support collaborative learning and best practice sharing
- Monitor organizational functions
- Shared presentations to local organizations
- Relationship building with prospects
- Transfer of updated national knowledge and materials

Each affiliate was encouraged to identify targets of opportunity for development and to pursue them with help from our staff.

2. The \$10,000 provided by the grant was used to provide part of the salary of Matt Mendenhall.

3. Endowment Building and Asset Development

- a. Assets for affiliates increased to more than \$6.5 million.
- b. Expectancies increased from 0 to \$4.5 million. They are tracked by the host foundation.
- c. Most of the affiliates had success in building relationships and endowments with local nonprofit organizations.

4.a. A local champion, whether volunteer or paid, is a crucial factor in sustaining growth.

4b. Working with the local champion, Merlin Hellman, the Community Foundation of North Lee County was successful at partnering with the Fort Madison Schools Foundation. The school foundation transferred all funds and assets to obtain better stewardship and investment results.