



## **Community Capital Manager**

### **SUMMARY:**

The Community Capital Manager position requires an energetic personality and a diverse set of skills both in the coordination of complex collaborative initiatives as well in as the identification of opportunities to deploy investment capital for community impact. The Manager is part of Central Valley Community Foundation's (CVCF) programs team, and the position embodies the growth of CVCF's strategy for programmatic impact beyond the organization's traditional grantmaking role.

CVCF is a complex, fast-paced organization and requires staff members who can work both independently and collaboratively. The ideal candidate will be a self-starter with outstanding organizational and communications skills who can manage multiple projects effectively.

### **PORTFOLIO OF RESPONSIBILITIES:**

- **Fresno Community Capital Collaborative for Economic Mobility**
  - Understand and be able to clearly explain the landscape of available community-based capital for neighborhood development to community-based organizations, residents, financial institutions, donors and funders, sector thought partners, and the public
  - Coordinate, monitor, and evaluate the work of subgrantees toward the goals of the project
  - Organize nine quarterly and three annual convenings of the Collaborative during the current three years of grant support, including participation of consultants, potential funders or investors, and other thought partners from around the state and nation
  - Oversee and help shape the work of storytelling about community change embedded in the funding for the Collaborative, in partnership with CVCF staff communication leads
  - Facilitate collaboration among CDFIs, CBOs, and CVCF with the goal of increasing community financing activity, including proactively identifying gaps, duplication, and potential improvements in current services

- Serve as a liaison to and, if directed, staff support for aligned initiatives such as the Mayor's Bankers Collaborative
  - Participate in envisioning and planning housing projects in focus neighborhoods
  - Track outcomes and draft reports to the funder(s) of the Collaborative on behalf of the Collaborative and CVCF
  - Travel to key convenings around the state and nation relating to the grant funding for the Collaborative or to funding for community and economic development in Fresno generally
  - Provide quantitative data, stories, and perspectives to support preparation of new funding requests to extend or expand CVCF's work in alignment with the goals of the Collaborative
- Opportunity Zones
    - Develop a solid working understanding of the nascent federal Opportunity Zone program
    - Separately or as part of the Community Capital Collaborative, facilitate CVCF's continued role as a convener and information source for local parties interested in creation of Qualified Opportunity Zone Funds
    - Analyze the potential community impact and viability of a locally focused equity investment fund
    - With CVCF leadership, identify and assess opportunities for CVCF to productively participate in or contribute to the work of such a fund
    - Supervise the work of consultants that may assist CVCF or other community entities in advancing the creation of Qualified Opportunity Zone funds
    - Participate in national conversations about making Opportunity Zones effective and deepening the penetration of equity capital for business and real estate development into underinvested communities, regions, and sectors
  - Additional assignments managing CVCF's neighborhood and community development initiatives, such as the Irvine Foundation-funded CORE Initiative, including consultant oversight, reporting, and support in the preparation of future funding requests
  - Participation in the development of new initiatives in the areas of community finance and community and economic development
  - Other duties as assigned, as part of the agile and hardworking CVCF team

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Strong organizing and coordinating skills
- Professional speaking and personal interaction skills when communicating with valued community partners, vendors, funders, and dignitaries
- Proficiency with email, word processing, and calendar software
- Ability to dress in a business professional manner
- Ability to solve problems and make procedural decisions
- Excellent use of spoken and written English
- Ability to efficiently reach meetings and events throughout the Fresno metropolitan area
- Ability to carry at least 25 pounds

**MINIMUM JOB REQUIREMENTS:**

- Minimum 3 years of experience that is directly related to the duties and responsibilities specified
- Bachelor's degree required
- Master's degree in an applicable field or comparable industry experience preferred

**REPORTS TO:**

Director of Programs and Evaluation

Direct work with the COO and CEO on projects as appropriate

**DIRECT REPORTS:**

None

**COMPENSATION:**

Depending on experience. The Central Valley Community Foundation offers a competitive benefits package for full-time employees, including this position.

**TO APPLY:**

Please send a cover letter and resume to Elliott Balch, Chief Operating Officer, at [elliott@centralvalleycf.org](mailto:elliott@centralvalleycf.org).