Fresno’s DRIVE Initiative (Developing the Region’s Inclusive and Vibrant Economy) is an audacious, 10-year approach to community transformation that has garnered attention as a statewide and national model. Through DRIVE, the Fresno community aims to invest big in systems change for broadest prosperity, while redefining success to center on racial equity. The Central Valley Community Foundation is positioned as the backbone entity supporting DRIVE, bringing a combination of radical passion for change, legacy convening power, and subject matter leadership.

Operating a collective impact initiative like DRIVE is a constant hustle, but this is the “secret sauce” that will turn DRIVE’s program work into something greater than the sum of its parts. Working effectively for collective impact is its own art and science, distinct from CVCF’s other contributions through traditional subject matter expertise. The need to constantly monitor and evaluate DRIVE’s processes and progress creates a responsibility for CVCF to ensure that data collection is consistent, follows articulated plans, integrates with other forms of community engagement, and produces learning that is communicated to stakeholders throughout the DRIVE structure and beyond. Through persistent focus and follow-up, DRIVE moves its equity-centered theory of change from aspiration to expectation to reality.

CVCF’s workload has grown quickly in recent years as new opportunities to support the community emerge through DRIVE. While CVCF has added capacity to oversee work in specific programmatic subject areas, its capacity to managing the collective impact initiative itself has remained constant, even as the initiative continues to grow in complexity.

PURPOSE OF ROLE

The Senior Program Officer for Collective Impact:

- Manages the crosscutting monitoring and evaluation functions that support the DRIVE theory of change, including overseeing the work of consultants.
- Maintains the “connective tissue” of DRIVE through constant communication, information sharing, identifying opportunities for cross-team collaboration, and coordination with parties internal and external to CVCF.
- Exercises responsibility for project resources dedicated to DRIVE’s crosscutting functions.
AREA OF RESPONSIBILITY

Monitoring and Evaluation (M&E)

- In coordination with colleagues responsible for work in specific programmatic areas, integrates and supervises data collection from individuals and organizations across multiple DRIVE programs, in accordance with the (forthcoming) DRIVE M&E Plan.
- Provides input to other CVCF staff and consultants on effective monitoring and surveying practices for DRIVE programs.
- Takes responsibility for ensuring ongoing data collection from institutional sources as prescribed by the DRIVE M&E Plan, including work by partner organizations and consultants.
- As directed, contributes on CVCF’s behalf to the establishment of a new Local Research Collaborative to coordinate data collection and reporting activities serving multiple community purposes.
- Generates and delivers updates on DRIVE M&E efforts for DRIVE’s centralized committees and other audiences as directed, assembling quantitative and qualitative data, including emblematic anecdotes.

Shared Understanding and Analysis of Racism

- Coordinates support and resources for DRIVE community partners in bringing shared analysis conversations into different spaces in the community.
- Ensures that stories and insights from shared analysis work at all levels are brought back to the CVCF team, incorporated in reports to DRIVE partners, and synthesized into a greater whole.
- Generates and delivers updates on DRIVE shared analysis efforts for DRIVE’s centralized committees and other audiences as directed, assembling quantitative metrics and emblematic anecdotes.

Continuous Community Engagement

- In partnership with the Senior Program Officer for Neighborhood Development, coordinates the Community Engagement Advisory Committee and oversees the work of consultants charged with designing DRIVE’s approach to community engagement.
- Coordinates with colleagues to ensure that community engagement activities are designed and conducted not only to inform programs, but to produce data needed for DRIVE M&E.
- Generates and delivers updates on DRIVE community engagement efforts for DRIVE’s centralized committees and other audiences as directed, assembling quantitative metrics and emblematic anecdotes.

Centralized Committees

- Partners with CVCF colleagues responsible for staffing the DRIVE Executive Committee, Race Equity Team, and Steering Committee to prepare and present material about recent collective impact work in DRIVE.
- Participates in the DRIVE Governance Committee, a temporary constitutional entity, as directed by CVCF leadership.
- Participate in CVCF’s Leadership meetings, including contributing to strategic discussions and decision making, to support organization-wide goals and outcomes.
**Funder and Resource Management**

- Manages relationships with key foundation donors, including providing timely and relevant updates on collective impact work and fostering expansion of financial support for CVCF activities.
- In coordination with the CEO and COO, takes the lead in grant proposal design and development for proposals focused on CVCF’s priority investment areas.
- As directed, leads procurement activities for vendors to support key aspects of M&E data collection and other collective impact work.
- In collaboration with colleagues, develops RFPs, solicits proposals, develops work plans, and initiates and oversees contracts with vendors and grant payments for work within assigned areas of responsibility.
- When appropriate for payment processing, reviews invoices and reports to confirm performance against approved scopes of work and ensure high-quality deliverables.
- Ensures proper recording of grants and expenses when incurred.
- Regularly reviews budgets and actuals reports for DRIVE budget departments dedicated to crosscutting functions.
- Assists in developing narrative and financial reports to funders.
- Working with the Director of Local Philanthropy, assist with donor outreach and engagement, as appropriate and needed, to effectively represent and articulate CVCF’s work on DRIVE and present a compelling case for support of DRIVE initiatives.

**BEHAVIORS**

- **Systems Thinking:** Faced with a specific problem, seeks not only to solve it, but to explore root causes, prevent recurrence, share knowledge, and make structural improvements
- **Accountability:** Holds themselves accountable for making decisions, managing resources efficiently, achieving and role-modeling CVCF values
- **Ambition:** Sets ambitious and challenging goals for themselves, takes responsibility for their own personal development and encourages others to do the same
- **Collaboration:** Builds and maintains effective relationships, with their team, colleagues, supervisors, and external partners and supporters. Values diversity, sees it as a source of competitive strength. Approachable, good listener, easy to talk to
- **Integrity:** Honest, encourages openness and transparency

**SKILLS AND ABILITIES**

- Effective communication that keeps busy people engaged in something larger than the work on their own desk
- Demonstrated ability to make abstract ideas tangible in presentations to internal colleagues, funders, board members, and other key stakeholders
- Capability to work effectively and authentically across cultures and diverse constituencies and to appreciate diverse viewpoints, communication styles, and experiences.
- Demonstrated understanding of principles and practices of social justice, including racial and gender equity as an organizational operating principle, and commitment to continued learning on issues related to race, gender, equity, diversity, and inclusion.
- 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
• Commitment to upholding and advancing the values, mission, vision and policies of CVCF

EXPERIENCE
• At least 10 years of relevant work experience with increasing responsibility, which may be defined creatively.
• Master’s degree in a relevant field required; terminal degree preferred. Or, as an alternative, formative life and work experience that demonstrates extraordinary capacities for rigor, research, writing, follow-through, critical thinking, constant learning, influencing others, and hustle.

MANAGEMENT
• Reports to the Chief Operating Officer
• Has no direct reports

COMPENSATION
• Depends on experience
• Eligible for annual bonuses as determined by the CVCF board
• Opportunities for future increases based on performance, comparable salaries for the work and position, and available budget from program-driven funding source(s)
• Competitive benefits including 11 holidays, medical, dental, vision, life insurance, retirement plan contribution, flexible spending account, and employee assistance program

TO APPLY:
Send cover letter and resume to Elliott Balch, Chief Operating Officer, at Elliott@centralvalleycf.org. Please no telephone inquiries.

CVCF embraces diversity and equal opportunity in a serious way. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

The position is open until Tuesday, September 7, 2021.