



# Vice President of External Relations

## San Francisco/Oakland, CA

### July 2021

## WHO WE ARE

Communities on the margins of opportunity deserve a trusted partner on their journey towards financial growth and stability. As a locally invested, collaborative partner in social justice and financial equity, Community Vision provides nonprofits, small businesses, and social enterprises with strategic investment and guidance, to deepen work, scale impact, and strengthen our communities.

We know that supporting community-owned and community-governed projects creates shared prosperity and builds collective, and self-directed, economic and political power. This position will put you at the forefront of exciting organizational growth and the re-envisioning of how we carry out our work; creating greater efficiency internally and deeper impact externally.

Community Vision is dedicated to anti-racist practices and to building an anti-racist organization. This includes treating colleagues with respect, supporting the vision of the organization, and acting as ambassadors of [our values](#).

## THE OPPORTUNITY

The **Vice President of External Relations** is a newly created position that will develop and lead a multi-disciplinary approach to Community Vision's resource development, external relations, and impact measurement. Through authentic partner and funder engagement, community-centered storytelling, and rigorous impact assessment, the External Relations team attracts resources that move knowledge and capital to communities on the margins of opportunity. This role is key to ensuring Community Vision and the communities we serve have the resources they need to thrive.

Community Vision is poised to grow. The Vice President of External Relations will chart a new approach to our partnership, capitalization, and communications work that connects community priorities and Community Vision's impact. This role has an unprecedented opportunity to level up Community Vision's external relations and impact measurement in support of our innovative capital and advisory services that increase community ownership of community assets and support wealth creation and power building in communities of color.

The position oversees a team that is responsible for partnership development, resource development, capitalization and investor relations, and communications. This position requires a collaborative leadership style, the ability to guide an active and engaged team, a commitment to

promoting professional development and leadership opportunities, as well as the ability to work effectively in partnership across departments and with our broader staff.

The Vice President of External Relations is a member of Community Vision's Executive Team, and reports to, and works closely with, the organization's President.

## WHAT YOU WILL DO

- Provide strategic direction and leadership for Community Vision's external relations activities in pursuit of the organization's mission.
- Collaborate with Community Vision's program teams to ensure streamlined data collection and on-going, data-driven impact measurement and accountability.
- Support strategic growth by guiding resource cultivation strategies that steward existing, and build new, sources of support and investment capital that meet the needs of Community Vision's program strategies and respond to community priorities.
- Grow Community Vision's brand and reputation by guiding storytelling and creative content development, visual identity, partnership development, and impact measurement and reporting.
- Advise Community Vision's President and Executive Team on fundraising and capitalization, strategic outreach, communications and partnership development, and impact measurement.
- Ensure development and submission of high-quality grant applications, funder and investor reports, and regular impact reports.
- Guide department planning and budgeting with an eye toward transparency and accountability.
- Implement on-going assessment, continual feedback and improvement of the department's systems and procedures that support capital deployment, operations, and portfolio/asset management.
- Provide support and direction to department Directors and staff by serving as a thought partner and resource, nurturing learning and continuous development, and supporting opportunities for staff leadership.
- Establish and guide a department accountability framework that incorporates goal setting, feedback loops, generative debriefs, and opportunities for iteration and course correction.
- Foster a department culture that values collaboration and inclusivity, high performance, problem solving, excellent client service, learning, and innovation.

## WHO WE'RE LOOKING FOR

### Ideal Qualifications

- 7+ years in a related executive leadership position/s.
- Prior experience managing staff and managing a complex, high volume department.
- Dedication to a collaborative approach to work and management.
- Track record of successfully raising funds at the level necessary for this organization.
- Extensive track record of cultivating and maintaining high touch funder/investor relationships.
- Prior experience in multi-dimensional external relations, such as planning and implementing strategic communications strategies, partnership building strategies, marketing campaigns, and/or outreach campaigns.
- Experience/interest in CDFIs, impact investing, and community/economic development.
- Experience or expertise on issues of racial and economic equity and the intersection of social justice and community economic development is highly preferred.
- Understanding of advanced business planning and growth strategies.
- Understanding of impact measurement and evaluation frameworks.
- Exceptional oral and written communication skills.
- Exceptional attention to detail and deadlines.
- Strong facilitation and presentation skills to influence diverse audiences.
- Exhibit resilience, problem-solving solutions and results-driven capabilities.
- Experience effectively motivating Board Members.
- Experience living, working, or organizing in the communities we serve – especially areas outside of the Bay Area; Central Valley knowledge is especially desirable.
- Maintain required job knowledge, skills, and core professional competencies. Attends and participates in required educational programs and staff meetings.

## MORE ABOUT THE POSITION

The Vice President of External Relations is a full-time exempt position. This position reports to the President of Community Vision and serves as a member of the Executive Team. They work closely with the CFO on capitalization strategies and VPs of Real Estate and Capital Solutions on resource development. The salary for this position is between \$170,000 - \$210,000 annually, depending on experience and if outside of the Bay Area salary will be adjusted based on cost of living of the region. Benefits include: 100% health insurance premium coverage for employees and a contribution towards dependent coverage, dental insurance, long-term disability, and life insurance, transportation and cell phone subsidies, employer contributions towards retirement savings, three weeks' vacation, and a commitment to work/life balance. Occasional evenings and out of area travel may be necessary. The position involves regular computer and telephone use plus some minimal lifting. The position can be based at either of Community Vision's offices in San Francisco or Oakland. All staff are working remotely until January 2022.

## TO APPLY

Send resume and cover letter via email to [hr@communityvisionca.org](mailto:hr@communityvisionca.org). Subject line should read: Vice President of External Relations. Cover letters should discuss your interest in the position and in working at Community Vision. Resumes without a cover letter will not be considered.

For more information on our programs and services, please visit our website at:  
[communityvisionca.org](http://communityvisionca.org).

*Community Vision is an equal opportunity employer and is committed to providing applicants and employees with a diverse, equitable and inclusive environment free of discrimination and harassment. All employment decisions at Community Vision are based on business needs, job requirements and individual qualifications, without regard to age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), sexual orientation, or any other status protected by the laws or regulations where we operate. Community Vision will not tolerate discrimination or harassment based on any of these characteristics and encourages applicants with these characteristics to apply.*