

**COMMUNITY INVESTMENT OFFICER
LEGACY FUND COMMUNITY FOUNDATION
CENTRAL INDIANA COMMUNITY FOUNDATION**

If you've always wanted to find a place where your results-oriented problem solving skills are joined with your love for Hamilton County, this position is for you. You will be surrounded by people as intelligent, dedicated, and passionate about the transformative power of philanthropy as you are when you join this team. Legacy Fund Community Foundation, an affiliate of Central Indiana Community Foundation (CICF), is seeking an experienced person to serve as liaison between not-for-profits, the community, and our constituents, advising on community issues and the grantmaking process.

As a member of the community investment department, this full-time position will manage a portfolio of activities in the Hamilton County grantmaking and community engagement process, serve as a convener for community issues and facilitate Foundation supported community initiatives in Hamilton County. This position requires strong knowledge of the not-for-profit community, excellent organizational, analytical and evaluation skills as well as outstanding customer service skills.

The Foundation is looking for candidates who are organized, flexible, and creative. Professional presence, relationship building skills, and the ability to interact effectively with a variety of people are essential. LF/CICF has an open culture of teamwork, creativity, and dedication. Every staff member believes it is an honor and a privilege to serve the not-for-profits and donors in this community. Candidates should have values, interests, and a work style that are compatible with this philosophy.

A bachelor's degree and a minimum of five (5) years prior experience in the not-for-profit or public sector is required. Experience in Hamilton County, project management, and managing task groups is preferred.

Interested persons should submit a detailed cover letter, resume, and salary expectations by **September 18, 2017**. Apply via our website (www.cicf.org About CICF/Careers).

No phone calls please. EOE