



*Connecting people, passion, and giving
in the La Crosse area since 1930.*

JOB POSTING | IMPACT SPECIALIST | PART-TIME

THE ORGANIZATION

Since 1930, La Crosse Area Community Foundation has been bringing people, ideas, and resources together to help create a thriving and vibrant community. We administer and steward over 350 named funds created through charitable gifts from individuals, families, and businesses that care about enhancing the greater La Crosse area. In 2024, we awarded over \$5.3 million in grants and scholarships from these funds to local nonprofit organizations, government agencies, and educational institutions to catalyze positive change in La Crosse County. Our organizational culture is fast-paced and one of engaged teamwork, where we support one another in reaching our individual and collective goals. We strive to offer great flexibility for team members to accommodate a healthy work-life balance. We are an equal opportunity employer committed to hiring a diverse workforce from a wide range of backgrounds to enhance our organization and bring fresh ideas and perspectives to our work.

THE POSITION

We are currently seeking a part-time (24 hours/week) Impact Specialist. This position reports to the Impact Director and works closely with other staff and the Impact Committee to facilitate our quarterly competitive grant process. The full job description is attached.

PAY & BENEFITS

Pay will be commensurate with experience and the median average wage of comparable positions at similarly sized community foundations in the Midwest (\$23.00 to \$27.00/hour). Benefits include a generous wellness stipend, paid holidays, paid time off, 403B retirement plan match up to 5%, annual increases, and personal and professional advancement opportunities. All team members are expected to spend weekly hours in the office, but have the flexibility to work from home when needed.

HOW TO APPLY

Complete the ranking questions below and submit with a resume to Erin Belby, Operations Director, La Crosse Area Community Foundation, 601 N 7th Street, Ste 203, La Crosse, WI, 54601 or erin@lacrosseareafoundation.org. Questions can be directed to Erin by email or calling 608-782-3223. For questions regarding the position description or role directly, contact Lauren Journot, Impact Director at lauren@lacrosseareafoundation.org.

Ranking Questions:

1. Describe your experience in the non-profit or charitable sector. For example, key learnings regarding the sector's purpose and impact as well as its challenges and limitations, and/or what motivates you to work in this field.
2. Describe examples of how you meet the 'Required Attributes/Behaviors' of this position (listed below).
3. Describe your ideal work environment.
4. Give an example of how you prioritize your workload when you have competing deadlines or expectations.

APPLICATION PACKET DEADLINE

Posted 7/18/2025. Review of applications will begin August 4th, and the position will remain open until it is filled. Interviews are anticipated to begin the week of August 11th, with an anticipated start date around September 2nd.



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FULL POSITION DESCRIPTION

Job Title: Impact Specialist

Reports to: Impact Director

Position Summary

This 0.6FTE position reports to the Impact Director and works closely with other staff and the Impact Committee to effectively implement the Foundation's competitive grants program to nonprofits that serve La Crosse County. This position is key to increasing the foundation's understanding and awareness of local nonprofit needs to support, enhance, and facilitate the programs offered through the Foundation's nonprofit resource center, including its competitive grantmaking programs.

Core Strengths

Highly Responsive | Organized | Detail-Oriented | Adaptable

Required Attributes/Behaviors

- Works independently with strong follow-through on delegated tasks and assignments
- Adheres to established guidelines and procedures providing continuity to processes
- Comfortable working with specialized software to build and maintain efficient processes, willing to self-learn & be the in-house expert
- Enjoys interacting and building relationships with new people from diverse backgrounds
- Demonstrates a strong understanding of the organization's broader mission and goals and willingly contributes beyond individual responsibilities to support the overall growth and efficiency of the Foundation. Growth mindset that is reflective and always looking for ways to make improvements

% of Time	Principal Duties and Responsibilities
60%	<p>Facilitating the Foundation's competitive grantmaking process and monitoring throughout the lifecycle of each competitive grant</p> <ul style="list-style-type: none">• Stay current on equitable grantmaking best practices and support foundation's related policies and/or procedures• Support excellent grantor/grantee relationships and document relationship connections through the foundation's relationship management software• Ensure all competitive grant applicants meet the requirements of the Foundation's Grantmaking Due Diligence Policy• Coordination of all Impact related committees and grant or follow-up related events• Provide technical assistance to applicants throughout the grant life cycle (quarterly cycles)• Administer the grant evaluation process with the appropriate committee, communicate decisions, and monitor all required compliance and follow-up reporting

	<ul style="list-style-type: none"> Primary staff position responsible for maintaining and leveraging all capabilities of the Foundation's grant management software and application process including notification and feedback communication to applicants
20%	<p>Support other foundation initiatives and services offered to local nonprofits through the foundation's nonprofit resource center</p> <ul style="list-style-type: none"> Assist the Impact Director in implementing nonprofit resource center services Coordinate nonprofit education and outreach events, as directed Maintain current grantee data and statistics necessary for impact analysis Due Diligence oversight of all organizations promoted or funded by the Foundation (Nonprofit Directory, Approved Grantee list, NPO Vendor Directory, etc.) Support the Foundation's philanthropic advising to fund holders with our stewardship team Ongoing support of Impact team calendar management Attends nonprofit events as directed to support the Foundation's efforts in building relationships and strengthening social capital within the nonprofit sector
20%	<p>Support overall Foundation operations</p> <ul style="list-style-type: none"> Model the values of the Foundation in all relationships and activities Adhere to the team agreements of the Foundation – Transparent Communication, Strive for Constant Improvement, Feedback Forward, Self-Accountability and Ownership, Trust and Honesty Participate in ongoing strategy development and implementation Attend all staff meetings and other events as requested Respond to colleague's needs when information, support or coverage is needed Enter relationship information into our database to maintain accurate and current information Develop a strong understanding of how CSuite and GLM systems interact, proactively ensuring that actions within these platforms do not unintentionally create challenges or disruptions for others across the organization Provides welcoming and inclusive front desk coverage as needed, serving as a warm and hospitable first point of contact that fosters a sense of belonging for all visitors

Preferred Qualifications

All interested applicants are encouraged to apply. La Crosse Area Community Foundation is an organization committed to continuous growth, and applicants need not meet all criteria below to be considered for this position. The first review of applications is focused on answers provided to ranking questions.

- Post-secondary degree preferred, commensurate experience considered
- Three years of experience in community engagement at a nonprofit agency, community-based organization or local government (ex. Board Member, nonprofit staff, nonprofit leadership professional, etc.)
- Ability to demonstrate knowledge and commitment to the principles and best practices of DEIB and adherence to the Foundation's diversity, equity, inclusion, and belonging practices.
- Goal-oriented, pro-active, self-starter with ability to work independently and approach challenges with a high degree of adaptability
- Critical thinker with the ability to understand root causes of problems and envision solutions
- Demonstrated ability to interact respectfully and cultivate relationships with people of diverse backgrounds, perspectives, styles, and cultures