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# Example of Community Director Job Description

Our growing company is searching for experienced candidates for the position of community director. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for community director

* Directs the Community Investment process, leading community volunteers to assess and distribute funds to create maximum, positive impact
* Develops and implements policies, procedures, and priorities regarding funding and the building of community and agency relationships
* Assists community leaders and staff in assessing and reporting impact of community investment programs to donors and key constituencies
* Recruits and develops a team of volunteers in support of community service projects
* The health and human service nonprofit sector including collective impact work, nonprofit governance, accountability, and management
* Directs strategic integration of community engagement activities into the overall external affairs goals and objectives
* Oversees annual External Affairs budget planning and execution in close partnership with Finance, Government Affairs and External Communications
* Review and analyze team operating model, including common practices and standards, frameworks and methodologies, use of resources, interactions with partners, new initiative intake, and capabilities to identify and recommend enhancements in operational efficiency and productivity
* Conduct external best practices research and make recommendations to enhance unit effectiveness
* Facilitate the planning, development, and execution of unit operating plans, identify enhancements to the operating model, and implement changes to improve the efficiency and effectiveness of the delivery of unit services

## Qualifications for community director

* Must have experience with Government Contracts
* Able to develop and maintain relationships with multiple internal and external parties
* Proactive and able to work strategically to meet short- and long-term goals
* Highly motivated, self-directed team player and experienced team leader
* Strong people management skills, interest in mentoring and cultivating leadership skills in junior staff
* Knowledge of and proficiency with a variety of computer software applications including Microsoft Word, Excel, Access, PowerPoint, and Outlook