



COMMUNITY FOUNDATION TAMPA BAY

JOB TITLE:	Director, LEAP Tampa Bay
REPORTS TO:	Chief Impact Officer
EMPLOYMENT TYPE:	Full-Time
STATUS:	Salary; Exempt
HOURS:	40 hours per week
SCHEDULE:	Monday – Friday; 8:30 AM – 5:00 PM
LOCATION:	Tampa, FL 33607
FLEXIBLE WORK LOCATION:	Eligible (In Office & Remote)
TRAVEL:	Local travel required

SUMMARY:

The Director, LEAP Tampa Bay advances the Community Foundation Tampa Bay’s role as a regional convener and thought leader by providing strategic leadership, management, and facilitation of LEAP Tampa Bay, a cross-sector, collective impact network focused on postsecondary attainment and workforce readiness. This role leads and aligns partners across education, business, government, philanthropy, and nonprofit sectors to drive shared goals, data-informed strategies, and equitable outcomes. The Director supervises staff and/or consultants and ensures effective network operations, partner engagement, and measurable community impact. This role also partners closely with the President/CEO, Chief Impact Officer, and organizational leadership to advance strategic initiatives, strengthen community partnerships, and drive measurable impact.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(including, but not limited to):*

LEAP Network Responsibilities (90%):

- Lead, manage, and facilitate LEAP Tampa Bay as a cross-sector, collective impact network, ensuring effective collaboration among partners from education, business, government, philanthropy, and nonprofit sectors.
- Design and implement network governance, partner engagement strategies, and shared accountability structures aligned with collective impact best practices.
- Convene and facilitate high-impact meetings, working groups, and community events that drive alignment, decision-making, and action.
- Supervise and develop assigned staff, consultants, and/or interns, including goal setting, performance management, coaching, and accountability for results.
- Work with partners to co-create and advance data-informed strategies that address regional education and workforce needs.
- Identify funding opportunities; lead or support grant development, including proposal writing and reporting.
- Collaborate with internal and external partners to develop communications that effectively convey network goals, strategies, and impact.
- Build and maintain relationships with a broad cross-section of community stakeholders and leaders.
- Lead evaluation and performance tracking efforts to measure and communicate network outcomes and community impact.
- Manage day-to-day network operations, including planning, coordination, and continuous improvement of processes and systems.

- Serve as a public representative and ambassador for LEAP Tampa Bay as well as Community Foundation Tampa Bay.

Foundation Responsibilities (10%):

- Support Community Impact strategies, including grantmaking, strategic initiatives, and cross-functional collaboration.
- Partner with Foundation leadership to strengthen regional partnerships and advance collective impact approaches across initiatives.
- Participate in organizational projects and initiatives as assigned.

KNOWLEDGE AND EXPERIENCE REQUIRED:

- Bachelor's degree in Education, Communications, Nonprofit Management, Public Administration, or related field required, an advanced degree preferred.
- 5-7+ years of relevant experience, including experience in collective impact, network leadership, or cross-sector collaboration strongly preferred.
- Demonstrated experience supervising staff or leading teams, including performance management and coaching.
- Experience working with or within nonprofit, philanthropic, education, or community-based organizations.
- Knowledge of collective impact frameworks, community engagement strategies, and systems change approaches preferred.
- Knowledge and experience with community philanthropy.

SKILLS REQUIRED:

- Strong leadership and facilitation skills, with the ability to guide diverse stakeholders toward shared goals.
- Experience managing and influencing cross-sector partnerships and networks without direct authority.
- Demonstrated supervisory and team leadership skills, including coaching and performance management.
- Excellent communication and relationship-building skills across diverse audiences.
- Excellent attention to detail and organizational skills.
- Strategic thinking with the ability to balance short-term execution and long-term systems change.
- Strong organizational and project management skills.
- Advanced computer skills, including a high degree of proficiency in Microsoft Word, Excel, Outlook, and PowerPoint, with aptitude to learn new software and systems.
- Knowledge and understanding of the Tampa Bay Area and surrounding communities.

BEHAVIORS REQUIRED:

- Customer-service orientation.

- Highly motivated with the ability to show initiative.
- Ability to be discreet and handle highly sensitive/confidential information in a responsible manner.
- Ability to handle diverse, simultaneous tasks, meet deadlines, and attend to follow through.
- A positive outlook and vision.
- Strong professionalism both in appearance and presentation.
- Ability to work independently and in teams/groups.

PHYSICAL DEMANDS:

Light to moderate physical activity performing strenuous daily activities of an administrative nature to include:

- Sitting, standing, and/or walking for an extended period of time.
- Ability to lift up to 25 lbs.
- Working in a well-lighted, heated, and/or air-conditioned indoor office setting with adequate ventilation.
- Using manual dexterity sufficient to handle/reach items and work with hands and fingers.
- Using close, distant, and peripheral vision and depth perception.

TRAVEL DEMANDS:

- Local travel required.
- Must have reliable transportation and ability to travel to various community-based meetings and events.

No job description or policy of Community Foundation Tampa Bay may be interpreted to allow any employee or representative to violate local, state, or federal law.

ABOUT THE COMMUNITY FOUNDATION OF TAMPA BAY

The mission of the Community Foundation is to build a vibrant, prosperous community through transformative vision, leadership, and philanthropy. The Community Foundation Tampa Bay has been growing philanthropy in the Tampa Bay region for more than three decades. Across Hillsborough, Pinellas, Pasco, Hernando, and Citrus counties, we work with donors to identify and support those initiatives and organizations that improve the quality of life in our community.

Through our Donor Advised Funds, Family Foundations, and Community Endowments, we can help donors grow, manage, and direct their philanthropy. By combining donors’ vision with the tools and expertise of the Community Foundation, we can build a better community today and for generations to come.

For more information, visit www.cftampabay.org.

ABOUT LEAP TAMPA BAY

LEAP Tampa Bay is a network of more than 60 community partners committed to changing lives by connecting residents to education and training beyond high school. A cross-sector network convened to promote their community-wide commitment to college access and attainment, LEAP leaders use a collective impact model of

collaboration to guide coordinated need-based strategies by partners from across business, education, government, and non-profits. All the work is geared at increasing attainment of high-quality college degrees and career and technical training credentials to help build Tampa Bay's workforce talent base. LEAP intentionally seeks equity in education, so all people have the opportunity for economic prosperity.

For more information, visit <https://www.leaptampabay.org/>.

Equal Employment Opportunity

It is our policy to provide an equal employment opportunity to all individuals. We are committed to a diverse workforce. We value all employees' talents and support an environment that is inclusive and respectful. CFTB will not tolerate discrimination, including harassment, in the workplace. CFTB does not discriminate against anyone based on race, color, religion, sex (including pregnancy), national origin, age, physical or mental disability, protected veteran or military status, genetic information or any other trait that is protected under local, state, or federal law.

Status: Open until filled

Contact:

Interested individuals should submit

- √ resume,
- √ cover letter,
- √ references (two business and one personal) and
- √ salary history to: HR@cftampabay.org

NOTE:

Please put the job title for this position in the subject header of your email.

No phone calls or faxes.

Submissions will not be considered without a cover letter.