

Survey Position Grids

EXECUTIVE MANAGEMENT	Family Level	PROGRAM							
		Program 100	Program - Grantmaking and Community Outreach 110	Program - Fellowship Programs 120	Scholarship 125	Initiatives 130	Strategic Partnerships (New Family) 135	Program Operations 140	Public Policy 210
		10 Chief Executive Officer 20 Chief Operating Officer 25 Chief Program Officer (Single Incumbent) 30 Chief Strategy Officer 35 Chief Learning Officer (New) 40 Chief Communications Officer 45 Chief Investment Officer 51 Chief Financial Officer, with Administration 52 Chief Financial Officer, with Investment Management 53 Chief Financial Officer, Finance & Accounting Only 55 General Counsel 57 Chief People Officer 60 Chief Administrative Officer 75 Chief Inclusion and Belonging Officer 80 Chief Technology Officer 85 Chief Philanthropy Officer (New)	Brief Job Family Descriptions Develops, implements, coordinates and adjusts the foundation's grantmaking strategies and activities to ensure achievement of the established mission and goals.	Combines grantmaking with relationship building to identify and evaluate fundable programs and the community leaders who can champion programs after funding.	Develops, implements and administers leadership development programs to support early career professionals in building philanthropic competencies. Fellowship programs typically incorporate a structured curriculum, experiential learning, coaching / mentoring by foundation leaders, and opportunities for peer engagement and networking.	Develops, manages and implements the community foundation's scholarship programs, including application development, processing, evaluation, award distribution and compliance with federal requirements and donor criteria.	Provides leadership, direction and day-to-day management of targeted, time-limited special initiatives and campaigns, beyond the foundation's core programs, that align strategically with the foundation's established mission and goals.	Develops and manages relationships with external organizations (e.g., nonprofit, academic, corporate and community partners) to advance the foundation's mission and strategic initiatives. Identifies, evaluates and cultivates partnership opportunities and leads collaborative efforts that expand impact and reach, including adoption and effective use of the foundation's resources and/or services.	Manages, tracks and coordinates program activities, including planning, scheduling, budgeting and reporting, to ensure alignment with strategic vision of foundation and compliance with budget and guidelines.
C-Level	25 Chief Program Officer (Single Incumbent)								
Executive	10010 Program Executive (Single or Multiple Incumbents)						14010 Program Operations Executive	21010 Public Policy Executive	
Program Leadership	10014 Program Director		12014 Fellowship Programs Director	12514 Director, Scholarship	13014 Initiatives Director	13514 Director, Strategic Partnerships (New)	14014 Director, Program Operations	21014 Director, Public Policy	
Senior Officer	10015 Senior Program Officer - Grantmaking / Initiatives	11015 Senior Program Officer - Grantmaking / Community Outreach	12015 Senior Fellowship Programs Officer		13015 Senior Initiatives Manager	13515 Senior Manager, Strategic Partnerships (New)	14015 Senior Manager, Program Operations	21015 Senior Program Officer, Public Policy	
Officer	10016 Program Officer - Grantmaking / Initiatives	11016 Program Officer - Grantmaking / Community Outreach	12016 Fellowship Programs Officer	12516 Manager, Scholarship	13016 Initiatives Manager	13516 Manager, Strategic Partnerships (New)	14016 Manager, Program Operations	21016 Program Officer, Public Policy	
Senior Individual Contributor	10024 Senior Program Associate		12024 Senior Fellowship Programs Associate				14024 Senior Program Operations Associate	21024 Senior Public Policy Associate	
Individual Contributor	10025 Program Associate			12525 Scholarship Associate			14025 Program Operations Associate	21025 Public Policy Associate	
Junior Individual Contributor							14026 Junior Program Operations Associate		
Coordinator	10027 Senior Program Assistant				13027 Initiatives Coordinator (New)				
Assistant	10028 Program Assistant			12528 Scholarship Assistant					

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Family Level	KNOWLEDGE					COMMUNICATIONS				
	Evaluation 225	Research 250	Library 255	Knowledge Management / Learning 260	Data and Analytics 265	Communications 270	Writing / Editing 272	Graphic Design (New Family) 274	Multimedia Production 275	Digital / Social Media 285
Brief Job Family Descriptions	Plans, manages and performs analyses to assess the effectiveness of foundation programs and initiatives. Develops recommendations based on evaluations.	Conceives of, plans and conducts research to inform the foundation's grantmaking strategies.	Develops, organizes, maintains and enhances the foundation's content and digital asset archives.	Develops and implements knowledge frameworks, systems and processes to ensure a foundation-wide learning strategy and culture. Develops training plans and programs related to knowledge management. Monitors progress by assessing engagement and project outcomes. Applies learnings across program teams to improve the work of the foundation.	Develops and executes the foundation's research and analytics capabilities.	Develops and communicates the foundation's desired image and messaging to stakeholders, including the press, grantees, the public and staff.	The writing / editing function develops and edits written content to support the foundation's mission and operations.	Creates visual design and graphic content to support the foundation's communications, programs, initiatives and messaging.	Develops long- and short-form multimedia content for distribution across multiple digital distribution channels. Creates multimedia to meet messaging objectives. Produces and optimizes content for different channels.	Directs and implements digital media strategies and initiatives involving the development, distribution and analyses of content on digital platforms. Develops and expands the foundation's digital and social media presence.
C-Level	35 Chief Learning Officer (New)					40 Chief Communications Officer				
Executive	22510 Evaluation Executive	25010 Research Executive		26010 Knowledge Management / Learning Executive		27010 Communications Executive				
Program Leadership Director	22514 Director, Evaluation			26014 Director, Knowledge Management / Learning	26514 Director, Data and Analytics	27014 Director, Communications			27514 Director, Multimedia Production	
Senior Officer Senior Manager	22515 Senior Evaluation Officer			26015 Senior Manager, Knowledge Management / Learning	26515 Senior Manager, Data and Analytics	27015 Senior Communications Officer			27515 Senior Manager, Multimedia Production	28515 Senior Manager, Digital / Social Media
Officer Manager	22516 Evaluation Officer	25016 Research Officer		26016 Manager, Knowledge Management / Learning		27016 Communications Officer			27516 Manager, Multimedia Production	28516 Manager, Digital / Social Media
Senior Individual Contributor	22524 Senior Evaluation Associate			26024 Senior Knowledge Management / Learning Specialist	26524 Senior Data and Analytics Analyst	27024 Senior Communications Associate	27224 Senior Writer / Editor	27424 Senior Graphic Designer (New)	27524 Multimedia Producer	28524 Senior Digital / Social Media Specialist
Individual Contributor	22525 Evaluation Associate	25025 Research Associate	25525 Librarian	26025 Knowledge Management / Learning Specialist	26525 Data and Analytics Analyst	27025 Communications Associate	27225 Writer / Editor			28525 Digital / Social Media Specialist
Junior Individual Contributor										
Coordinator										
Assistant		25028 Research Assistant				27028 Communications Assistant				

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Family Level	CONVENINGS AND EVENTS		INVESTMENT			
	Convening / Event Planning 300	Audio / Visual Engineering 350	Investment Management 400	Investment Operations 410	Investment Accounting 450	Social Investments 460
Brief Job Family Descriptions	Plans, develops and organizes public, private and/or online meetings, events, conferences, seminars or convenings that promote the foundation's mission and engage audiences. Events may include fundraising.	Sets up and operates audio and video equipment at events, conferences, seminars and meetings. Maintains, upgrades and troubleshoots technology and equipment.	Develops, implements and monitors investment policy and asset allocation decisions to preserve and grow the assets of the foundation. Monitors and evaluates economic markets and portfolio performance.	Oversees and executes the operational management and administration of the foundation's investment portfolio(s), including trading and transactional support, performance reporting and analytics, database development and maintenance, and report production.	Provides financial accounting and reporting for the foundation's investment portfolio. Activities include tracking investments, ensuring accuracy and compliance of investment activities, and may include tax reporting for the foundation's investment portfolio.	Identifies, structures and implements social investments (e.g., program-related investments (PRIs), mission-related investments (MRIs)) with entities that advance the foundation's mission.
C-Level			45 Chief Investment Officer			
Executive	30010 Convening / Event Planning Executive		40010 Investment Executive	41010 Investment Operations Executive		46010 Social Investments Executive
Program Leadership Director	30014 Director, Convening / Event Planning		40014 Director, Investment Management	41014 Director, Investment Operations	45014 Director, Investment Accounting	46014 Director, Social Investments
Senior Officer Senior Manager	30015 Senior Manager, Convening / Event Planning			41015 Senior Manager, Investment Operations	45015 Senior Manager, Investment Accounting	46015 Senior Social Investments Officer
Officer Manager	30016 Manager, Convening / Event Planning		40016 Investment Officer	41016 Manager, Investment Operations	45016 Manager, Investment Accounting	46016 Social Investments Officer
Senior Individual Contributor	30024 Senior Meeting Planner		40024 Senior Investment Analyst	41024 Senior Investment Operations Specialist	45024 Senior Investment Accountant	46024 Senior Social Investments Analyst
Individual Contributor	30025 Meeting Planner	35025 Audio / Visual Engineer	40025 Investment Analyst	41025 Investment Operations Specialist	45025 Investment Accountant	46025 Social Investments Analyst
Junior Individual Contributor	30026 Junior Meeting Planner					
Coordinator	30027 Setup Coordinator					
Assistant						

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Family Level		GENERAL AND ADMINISTRATIVE									
		Finance 501	Accounting 505	Tax 520	Payroll 530	Legal 550	Legal Administration (New Family) 553	Contracts Administration 560	Human Resources 575	Compensation and Benefits 585	Workplace Experience 590
Brief Job Family Descriptions		Conducts forecasting, planning and budgeting. Reports on variances and updates forecasts and models. Supports planning and decision-making with financial modeling.	Develops, implements and maintains the foundation's accounting systems and their required entries, reconciliation and reporting. Participates in and supports regular and special audits. Complies with approved accounting principles and regulatory requirements.	Manages tax strategy, completes tax filings and ensures the foundation remains in compliance with IRS and other tax authority regulations.	Performs payroll and related functions, ensuring the disbursement of payroll, payroll taxes and employee benefit payments in compliance with laws and regulations. Prepares payroll and related reports.	Protects the ordinary and special interests and activities of the foundation. Ensures regulatory compliance and best practices. Drafts and reviews agreements and contracts.	Manages and coordinates the operational and administrative aspects of the foundation's legal function, including governance, records, documentation and contract workflow coordination, to support compliance and the effective operation of legal activities.	Drafts, reviews and administers agreements and contracts. Alerts relevant parties in advance of expiration to facilitate extensions and/or renewals. Supports attorneys and internal foundation stakeholders.	Develops and implements programs to attract and retain employees and develop the professional growth and productivity of employees. Ensures that the foundation incorporates best practices and operates in compliance with regulatory entities.	Develops and administers policies, programs and processes for pay, rewards and benefits.	Develops and implements initiatives that improve and optimize employee engagement, satisfaction, productivity and well-being. Promotes a positive work environment throughout the employee lifecycle.
C-Level		51 Chief Financial Officer, with Administration 52 Chief Financial Officer, with Investment Management 53 Chief Financial Officer, Finance & Accounting Only				55 General Counsel		57 Chief People Officer			
Executive		50110 Finance Executive		52010 Tax Executive		55010 Legal Executive		57510 Human Resources Executive			
Program Leadership		50114 Director, Finance	50514 Controller	52014 Director, Tax	53014 Director, Payroll	55014 Associate General Counsel		57514 Director, Human Resources			
Director											
Senior Officer			50515 Senior Manager, Accounting			55015 Senior Staff Counsel / Attorney	55315 Senior Manager, Legal Administration (New)	56015 Senior Manager, Contracts Administration	57515 Senior Manager, Human Resources		
Senior Manager											
Officer		50116 Manager, Finance	50516 Manager, Accounting	52016 Manager, Tax	53016 Manager, Payroll	55016 Staff Counsel / Attorney	55316 Manager, Legal Administration (New)	56016 Manager, Contracts Administration	57516 Manager, Human Resources	58516 Manager, Compensation and Benefits	59016 Manager, Workplace Experience
Manager											
Senior Individual Contributor		50124 Senior Financial Analyst	50524 Senior Accountant	52024 Tax Officer	53024 Senior Payroll Specialist	55024 Senior Paralegal	55324 Senior Legal Administrator (New)	56024 Senior Contracts Administrator	57524 Senior Human Resources Specialist	58524 Senior Compensation and Benefits Analyst	
Individual Contributor		50125 Financial Analyst	50525 Accountant	52025 Tax Specialist	53025 Payroll Specialist	55025 Paralegal		56025 Contracts Administrator	57525 Human Resources Specialist		59025 Workplace Experience Specialist
Junior Individual Contributor			50526 Junior Accountant		53026 Junior Payroll Specialist						
Coordinator			50527 Accounting Coordinator		53027 Payroll Coordinator				57527 Human Resources Coordinator		
Assistant			50528 Accounting Assistant								

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Family Level	ENTERPRISE-WIDE									
	Office of the CEO 650	Administration 700	Facilities 750	Art Collections Management 755	Project Management 760	Grants Management 763	Research and Development 765	Operational Strategy and Planning 770	Inclusion and Belonging 775	Enterprise Risk Management 780
Brief Job Family Descriptions	Drives and implements the CEO's goals, initiatives, and long-range plans through project management, information sharing, influencing, relationship stewardship and other support.	Plans for and ensures that staff, equipment, supplies and other resources are managed and allocated effectively.	Plans, maintains and improves the physical facility and grounds, including buildings, utilities, equipment, machinery and other physical infrastructure. Accountable for the safety and security of structures and premises. Plans and manages renovations and facility improvements.	Oversees and manages the acquisition, exhibition and preservation of the foundation's art collection, as well as programming related to artwork. Promotes cultural engagement, education and stewardship of the art collection.	Coordinates the work of multi-disciplinary teams on cross-foundation projects from inception through timely completion.	Administers the grant cycle, including the application, approval, distribution and evaluation process. Grants management activities include research, structure, administration, compliance and review.	Serves as a think tank incubator to identify and address emerging issues that align with the foundation's mission. Spearheads research projects, cultivates partnerships and develops innovative solutions that shape the foundation's strategic direction and impact.	Optimizes the foundation's operational effectiveness and efficiency. May be deployed to any area and/or initiative in the foundation, or to support the work of grantees or external stakeholders, depending on evolving organizational needs.	Develops and implements strategic and operational plans to increase the attraction and retention of a wide range of employee talent to achieve an inclusive environment within the foundation and in grantmaking. Promotes a culture of inclusiveness to strengthen retention.	Develops, implements and administers strategies, policies and procedures to identify, assess, monitor and mitigate foundation-wide risks, including security, operations, finance, safety, travel and compliance.
C-Level		60 Chief Administrative Officer							75 Chief Inclusion and Belonging Officer	
Executive	65010 Chief of Staff	70010 Administration Executive				76310 Grants Management Executive			77510 Inclusion and Belonging Executive	
Program Leadership		70014 Director, Office Services	75014 Director, Facilities	75514 Director, Art Collections Management (<i>New</i>)	76014 Director, Project Management	76314 Director, Grants	76514 Director, Research and Development	77014 Director, Operational Strategy and Planning	77514 Director, Inclusion and Belonging	78014 Director, Enterprise Risk Management
Senior Officer		70015 Senior Manager, Office Services	75015 Senior Manager, Facilities		76015 Senior Manager, Project Management	76315 Senior Manager, Grants		77015 Senior Manager, Operational Strategy and Planning	77515 Senior Manager, Inclusion and Belonging	78015 Senior Manager, Enterprise Risk Management (<i>New</i>)
Officer	65016.1 Chief of Staff (Manager level) 65016.2 Governance Manager	70016 Manager, Office Services	75016 Manager, Facilities	75516 Manager, Art Collections Management	76016 Manager, Project Management	76316 Manager, Grants		77016 Manager, Operational Strategy and Planning	77516 Manager, Inclusion and Belonging	78016 Manager, Enterprise Risk Management
Senior Individual Contributor	65024.1 Special Asst to CEO 65024.2 Board Liaison		75024 Chief Facilities Engineer		76024 Senior Project Manager	76324 Senior Grants Management Associate		77024 Senior Operational Strategy and Planning Specialist		78024 Senior Enterprise Risk Management Specialist
Individual Contributor		70025 Office Manager 70025.1 Exec Asst to CEO	75025 Facilities Engineer		76025 Project Manager	76325 Grants Management Associate		77025 Operational Strategy and Planning Specialist	77525 Inclusion and Belonging Specialist	78025 Enterprise Risk Management Specialist
Junior Individual Contributor		70026.1 Exec Asst to Senior Exec Position								
Coordinator			75027 Facilities Coordinator							
Assistant		70028.1 Administrative Asst 70028.2 Office Assistant	75028 Receptionist			76328 Grants Management Assistant				

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Family Level	TECHNOLOGY								DEVELOPMENT		
	Information Technology 800	Artificial Intelligence Strategy (New Family) 805	Cyber Security Engineering 810	Systems Administration 820	Website 825	Business Systems Analysis 830	Information Technology Project Management 840	Customer Relationship Management ("CRM") Administration 905	Development 920	Donor Services 930	Gift Planning 945
Brief Job Family Descriptions	Manages, maintains and upgrades the technology infrastructure of the foundation. Ensures the security and integrity of foundation's information systems, storage and connectivity.	Identifies opportunities for, and develops and executes, artificial intelligence ("AI") initiatives that drive strategic innovation, operational efficiencies and effectiveness. Oversees integration of AI strategies, ensuring security and alignment with foundation goals.	Designs, builds, operates and/or automates security solutions and processes to protect the integrity of the foundation's network, systems, applications and data. Responds to cyber security incidents. Identifies potential threats and develops preemptive solutions. Ensures compliance reporting.	Configures, installs, upgrades, maintains and troubleshoots hardware and software infrastructure to ensure the reliability and performance of the foundation's technology systems.	Maintains and enhances the foundation's website, including developing the design and technical functionality, managing content and ensuring secure and uninterrupted operation.	Analyzes business user requirements and translates them into specifications for information technology software engineers to develop information technology solutions and systems.	Plans, manages and guides information technology initiatives to ensure that projects meet objectives and are completed on time.	Ensures the integrity and accessibility of the foundation's contact database. Configures CRM (e.g., Salesforce, Microsoft Dynamics) and its reports to meet the information needs of users. Trains and provides technical support to users. Troubleshoots technical problems.	Develops, manages, implements and coordinates strategies for gift prospecting and donor stewardship. Grows the community foundation's assets by obtaining new gifts and donor funds through relationship building and management.	Provides high-quality, efficient and responsive client service support and stewardship.	The gift planning function develops, manages and implements strategies to attract prospective major, planned and legacy donors to fulfill the community foundation's philanthropic and financial goals.
C-Level	80 Chief Technology Officer								85 Chief Philanthropy Officer (New)		
Executive	80010 Information Technology Executive								92010 Development Executive	93010 Donor Services Executive	
Program Leadership Director	80014 Director, IT	80514 Director, AI Strategy (New)	81014 Director, Cyber Security Engineering	82014 Director, Systems Administration	82514 Director, Website (New)		84014 Director, IT Project Management		92014 Director, Development	93014 Director, Donor Services	94514 Director, Gift Planning
Senior Officer Senior Manager	80015 Senior Manager, IT	80515 Senior Manager, AI Strategy (New)	81015 Senior Manager, Cyber Security Engineering	82015 Senior Manager, Systems Administration	82515 Senior Manager, Website (New)	83015 Senior Manager, Business Systems Analysis	84015 Senior Manager, IT Project Management		92015 Senior Manager, Development (New)		
Officer Manager	80016 Manager, IT		81016 Manager, Cyber Security Engineering	82016 Manager, Systems Administration	82516 Manager, Website	83016 Manager, Business Systems Analysis	84016 Manager, IT Project Management	90516 Manager, CRM Administration	92016 Manager, Development	93016 Manager, Donor Services	
Senior Individual Contributor	80024 Senior Network Engineer		81024 Senior Cyber Security Engineer	82024 Senior Systems Administrator		83024 Senior Business Systems Analyst	84024 Senior IT Project Manager	90524 Senior CRM Administrator	92024 Senior Development Associate	93024 Senior Donor Services Advisor	
Individual Contributor	80025 Network Engineer		81025 Cyber Security Engineer	82025 Systems Administrator	82525 Website Editor	83025 Business Systems Analyst	84025 IT Project Manager	90525 CRM Administrator	92025 Development Associate	93025 Donor Services Advisor	
Junior Individual Contributor											
Coordinator	80027 Technical Support Specialist										
Assistant	80028 Technical Support Assistant								92028 Development Assistant	93028 Donor Services Assistant	