

DVI

DAVID VAUGHAN INVESTMENTS

Gilmore Foundation Director of Operations & Grant Management

Peoria, Illinois

Who We Are

In addition to wealth management for high-net-worth individuals, David Vaughan Investments, LLC (DVI) provides steady guidance and a disciplined approach to meet institutional investment needs as part of the firm's Foundation Services. With a full suite of services to assist with grant processing, investment policy statements, corporate governance, comprehensive reporting, and, of course, investment management, DVI Foundation Services has partnered with the Gilmore Foundation to support the development and improvement of the tri-county community—Peoria, Tazewell and Woodford counties.

DVI and the Gilmore Foundation are aligned in their values of quiet quality and commitment to serving the community. We are proud of our Associates, who are an exceptional team of bright, creative, hardworking professionals who are passionate about what they do.

Who We Want

The Gilmore Foundation is looking for an experienced **Director of Operations and Grant Manager** to work in tandem with DVI Foundation Services to provide support for program and policy implementation. Guided by the Gilmore Foundation's Core Operating Principles, the Director of Operation's primary function is to assist the President in fulfilling the Gilmore Foundation's mission to encourage the development, improvement, and "livability" of the tri-county community in Central Illinois. The Director will manage full oversight of all initiatives and grants, create applications and establish processes, shepherd grants from proposal to payment or declination, and ensure a smooth closing process.

This is an Independent Contractor position with thirty (30) hours per week. In-office requirement with Work-From-Home flexibility.

Qualifications

- + Bachelor's Degree and a minimum of 3-5 years related experience.
- + Exceptional written, oral, inter-personal and presentation skills to top management, public groups, and/or boards of directors.
- + Ability to operate as both an effective tactical and strategic thinker.
- + Ability to read, analyze, and interpret financial reports, and legal documents.
- + A strong understanding and practical application of human resources, legal, finance, accounting, compliance, operations, marketing, information services, and investment, estate planning, and financial planning concepts are required.

What to Expect

- + Serve as the primary point of contact for grant management.
- + Create a process/dashboard to report on grant process for the President and the Board.

About David Vaughan Investments

DVI is a team of 46 experienced investment professionals that provide asset management services and wealth management solutions to both high-net-worth individuals and institutional investors. For almost fifty years, DVI has employed a Quiet Quality approach to investment management: people of integrity, acting solely in their clients' best interests. In the fall of 2017, DVI formed a partnership with Morton Community Bank, creating one of the largest privately held financial institutions in downstate Illinois. Currently, DVI manages approximately \$5.5 billion* in Assets Under Advisement for over 1,500 clients through our offices in Peoria, Illinois, and Winter Park, Florida.

*As of 12.31.2024

About Gilmore Foundation

Founded in 2009, the Gilmore Foundation supports the development and improvement in Peoria, Tazewell, and Woodford counties.

Its founder, Bob Gilmore, was a life-long Peorian, veteran, and retired President and Chief Operating Officer of Caterpillar Tractor Company. Since 2009, his private foundation has been quietly supporting charities, cultural initiatives, and job creation in his beloved hometown.

The Foundation's areas of focus are:

- 1) Enhancing culture related to art, music, dance, history and theater.
- 2) Improving society through youth development, human services, abuse prevention, education and shelters.
- 3) Job creation through capital improvement projects which assist in the development of the community's infrastructure.

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Continued

- + Support the President's work to define and identify priority areas where Gilmore dollars could be impactful.
- + Solicit proposals from best in class/sustainable organizations (Proactive Grant Model).
- + Partner with and leverage DVI Foundation Services as outlined in the Scope of Work Agreement.
- + Supervise Part-Time Gilmore support staff.
- + In collaboration with the President, establish key performance indicators (KPIs) and track progress on annual strategic initiatives.
- + Support maintenance and updates to Gilmore reports that highlight grant activities, including distributing reports to community organizations and centers of influence.

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