



Job Title:	Washington Trust Bank Research Fellow	Reports to:	Director of Research and Community Impact
Department/Division:	Research/Community Impact	Direct Reports:	None
Status:	Non-Exempt/Temporary	Date:	Fall 2018

Mission and Values:

Innovia Foundation drives community transformation.

We are a community foundation that connects donor generosity to our region's most pressing causes. We collaborate with partners to drive transformation across Eastern Washington and North Idaho.

Office Culture Statement:

At Innovia Foundation, we invest in our staff and create an empowering and innovative work environment.

We are passionate about serving our communities.

We trust and treat each other with honesty and respect.

We support, inspire and encourage each other.

We are accountable to ourselves and each other.

We respect our colleagues by being present and having direct and open communication.

We are intentional in our interactions.

We have a deep commitment to equity internally and throughout our region.

We celebrate our successes.

History:

Our Roots: In 1974, as Spokane was preparing to host the World's Fair, a group of concerned citizens saw a need for a foundation that could continue revitalizing the communities of the Inland Northwest. That year, the Junior League of Spokane founded the Greater Spokane Community Foundation, a new entity that replaced the original Spokane Foundation, which had been established in 1915 with a single trust.

Our Reach: In the 1970s and 1980s, the Foundation's understanding of "community" grew, and we began to reach beyond the Spokane area. Recognizing that people with common interests and concerns know best how to meet local needs, the Foundation's territory expanded to include 10 counties in Eastern Washington and 10 counties in North Idaho. The name was changed to Foundation Northwest to reflect the expanded region. In 2006, the Foundation conducted 500 interviews with community members and developed a comprehensive strategic plan. This launched another period of major growth. Our name was rebranded to Inland Northwest Community Foundation.

Our Rebrand: In 2018, the Foundation underwent a rebranding effort. The rebrand to Innovia Foundation was a strategic decision to bring greater awareness and engagement around important issues in the region—and the important work the Foundation is already doing. The new name and brand were the result of a thorough and thoughtful process involving not only the Foundation’s staff and board, but also community partners and other key stakeholders.

Position Description:

This position will work with Innovia Foundation staff on research, planning, quality assurance and accountability activities associated with community foundation grants in five impact areas – education and youth development, health and well-being, arts and culture, economic opportunity and quality of life. The Research Fellow will assist with developing outcome indicators, implementing data-driven decision making throughout the organization, and providing analytical support in the areas of program evaluation and performance measurement.

The ideal candidate will be academically strong, creative and independent with an interest in utilizing applied research practices and reliable data to assess community needs and improve program performance.

Required Qualifications:

- Junior-level standing or above
- Excellent written, oral and interpersonal communication skills
- Ability to work collaboratively with a wide range of community groups and research organizations and professionally represent Innovia Foundation
- Solid mathematical ability, analytical thinking, project management and research skills
- Experience with qualitative and quantitative analysis, database and data system development, and data analysis (successful coursework permitted)
- Prepare reports, presentations, and other print and electronic products using narratives, tables, graphs and maps that make complex topics, data and analysis understandable to a variety of audiences

Desirable Qualifications (not required):

- Familiarity or proficiency with statistical packages (SAS, SPSS, Stata, R), mapping software, and database programming languages (SQL)
- Development and administration of online surveys
- Dashboard development experience (Tableau, Power BI)
- Knowledge of evaluation design and research methods

Physical Abilities:

- Primary functions require sufficient physical ability and mobility to:
 - Sit for prolonged periods of time;
 - walk;
 - operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard;
 - utilize verbal and written communication to exchange information
 - Clearly see 20+ feet, with or without corrective lenses, and differentiate between colors
 - occasionally stand, stoop, bend, kneel, crouch, reach and twist;
 - climb stairs;
 - lift, carry, push and/or pull up to 20 pounds

Mental & Other Skills/Abilities:

- **Adaptability:** ability to adapt to changes, delays or unexpected events in the work environment; ability to manage competing demands and prioritize tasks; ability to change approach or method to best fit the situation.
- **Dependability:** ability to follow instructions, both in written and verbal format; ability to respond to management direction; ability to complete tasks on time or notify the appropriate person with an alternate plan when necessary.
- **Interpersonal Skills:** ability to develop and maintain positive working relationships and teamwork both inside and outside the organization while effectively handling internal pressure.
- **Judgment:** ability to make prudent and timely decisions; ability to exhibit sound and accurate judgment; ability to explain reasoning for decisions.
- **Problem Solving Ability:** ability to identify and/or prevent problems before they occur; ability to formulate alternative solutions to problems when necessary; ability to transfer learning from past experiences to new experiences of similar nature.
- **Quality Management:** ability to complete duties, on time and with precision; ability to edit the accuracy and thoroughness of one's work as well as the work of others; ability to constructively apply feedback to improve performance, ability to generate ideas to improve and promote quality in work
- **Reasoning Ability:** ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to work through problems involving multiple variables.

Work Environment:

The employee is exposed to typical office environment conditions and noise levels.

Hours and Compensation:

Work hours are flexible and will range from 5 to 15 hours per week. Compensation is \$15 per hour. Start date will be on or after September 17. The fellowship will conclude during spring term.

To Apply:

Apply on Handshake. Please provide a resume with cover letter. Application review begins September 7, 2018.

Hiring Manager:

Mason Burley, Director of Research and Community Impact
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