



Position Description

Rural Engagement Manager – South Region

Job Title: Rural Engagement Manager – South Region
Department: Community Engagement and Impact
Status: Full time

Mission:

To ignite generosity that transforms lives and communities.

Vision

Vibrant and sustainable communities where every person has the opportunity to thrive.

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 Summary:

This locally based position will advance Innovia Foundation’s mission in rural Eastern Washington and North Idaho by building partnerships and relationships between community stakeholders, nonprofit organizations and donors who share our vision for vibrant and sustainable communities where every person has the opportunity to thrive. By maintaining a local presence, this position will develop grassroots support for Innovia Foundation in the 7-county region comprised of Columbia, Garfield and Asotin counties in Eastern Washington and Nez Perce, Lewis, Idaho and Clearwater counties in North Idaho. This position will be based in the Lewis-Clark Valley.

This position will serve as a catalyst to addressing critical community needs and identifying community assets, be a champion for the nonprofit sector, promote a culture of giving, and empower donors to connect to community priorities.

In collaboration with Innovia team members, this position will be responsible for a wide range of community development activities in alignment with Innovia’s strategic framework, including community convening, issue prioritization, nonprofit relations, donor development, grantmaking support, marketing, volunteer stewardship and community outreach.

This position requires the desire and ability to establish a strong network of community partners collectively engaged in driving community transformation.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Duties and Responsibilities:

- Develop and implement strategies that leverage community resources to further Innovia’s strategic initiatives, including LaunchNW, 5% Transfer of Wealth Campaign and Leadership Councils.
- Identify and cultivate new partners, donors and community collaborators to generate additional resources and support for the community and for Innovia Foundation.
- Actively seek opportunities for collaborative, community-based philanthropic initiatives.
- Volunteer development/recruitment (identify residents to serve on Innovia Board of Directors, Leadership Councils and committees)
- Develop and maintain partnerships with local nonprofit leaders
- Attend and participate in community events and organizations, including Rotary, Chamber of Commerce, economic development groups, etc.

- Serve as a resource for local organizations regarding nonprofit best practices. Provide mentorship on topics such as endowment building, marketing/storytelling and donor development.
- Provide advice and counsel to review committees with respect to grant and scholarship applications.
- Participate in site visits and interviews with grant applicants from the region.
- Make presentations at meetings and community events.
- Actively seek opportunities to promote the mission of the Foundation within the community.
- Assist with outreach events.

Education/Experience:

- Bachelor's Degree in business, marketing or other relevant field
- Experience developing community partnership and collaboratives

Additional Desirable Qualifications:

- Strong connections and relationships in the Lewis-Clark Valley region
- Project management and program planning experience
- Fundraising, development and donor relations experience

Skills/Abilities:

- Excellent interpersonal skills with ability to work effectively one-on-one with a broad range of individuals as well as part of a team, providing technical support and assistance as needed over the phone and via email
- Strong project management skills
- Works independently, as well as collaboratively
- Excellent public speaking skills
- Advanced or expert level knowledge of Microsoft Excel and Word
- Ability to run reports and provide analysis of information
- Excellent written and verbal communication skills
- Strong attention to detail
- Ability to handle confidential, proprietary and sensitive information requiring judgment and discretion
- Ability to be focused and detailed, meet deadlines and juggle multiple tasks, be organized and effective, self-directed while maintaining priorities

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.
- **Language Ability:** ability to read and write reports, business correspondence and procedure manuals; ability to effectively present information and respond to questions from management staff, clients, customers, and the general public.
- **Mathematical Ability:** ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- **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.

To Apply: Email cover letter and resume to lautrey@innovia.org.

Employee Acknowledgement:

I acknowledge, understand and agree to the job duties and requirements for this position.

EMPLOYEE NAME (PRINT)

EMPLOYEE SIGNATURE

DATE