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| Job Title: | Director of Community Investment | Reports to: | CEO |
| Department/Division: | Grants & Community Engagement | Direct Reports: | Program Officer & Program Associate |
| Status: | Exempt | Date: | April 2022 |

Mission:

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 Summary:

The Director of Community Investment leads the Foundation in carrying out grant programs and community initiatives in response to community needs, donor interests and Foundation priorities. This position works closely with staff and community partners to steward funds left in Innovia Foundation’s care with a focus on long-term, measurable impact. This senior leadership role is expected to step in and support team priorities, even if outside of job description, to advance mission of the Foundation.

Duties and Responsibilities:

- Oversees the management of grant programs and provide strategic direction for all grantmaking in accordance with donor intent, community needs and legal requirements
- Researches and reviews grant proposals by gathering information from experts, making site visits, analyzing information and participating on grant review committees
- Broadens and deepens Innovia Foundation’s engagement in rural communities
- Develops, formalizes and maintains a strong network related to community goals involving a diverse group of residents, professionals, community stakeholders and elected officials, as appropriate.
- In partnership with the Director of Research and Community Impact, participates in, and provides facilitation, convening and support for, cross agency and sector collaboration to increase community impact
- Works closely with the Director of Research and Community Impact to support efforts to properly code grants data and report on key grantmaking trends, learnings and impact.
- Works with community partners to create capacity-building support, education, training and technical assistance for nonprofit organizations
- Works closely with the Development and Donor Services team to provide technical guidance on fund development and opportunities for collaborative funding to prospective and current fund holders
- Assists in identifying additional support to leverage existing resources dedicated to leadership initiatives
- In partnership with the Director of Research and Community Impact, designs and implements briefings and educational opportunities for donors to learn more about nonprofits and charitable needs in the region
- Represents Innovia Foundation’s interests and programs to public and private agencies, donors and funding partners of the Foundation, as well as the community at large
- Assists the Leadership/Marketing/Research team in developing and delivering key messages about community priorities and impact that reflect the Foundation’s brand and brand promises

- Develops and manages the department budget in partnership with the CEO, CFO and Leadership Team
- Trains, assigns work, evaluates and guides department staff
- Oversees the recruitment, reclassifications, disciplinary actions, promotions and terminations of department staff

Secondary Responsibilities

- Act as the staff liaison for the Grants Committee
- Act as the staff liaison for Scholarship Committees
- Participates in public forums, as appropriate
- Participates in special initiatives, as assigned
- Performs other tasks and duties, as assigned

Position 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 the essential functions.

Education/Experience:

- Bachelor's Degree
- Five (5) years' experience in community development, grantwriting or nonprofit sector

Skills/Abilities:

- Extensive knowledge of the nonprofit sector, community leaders, and regional issues and needs
- Experience in leading effective community coalitions including facilitation of partners, consensus building and implementation
- Proven program development and project management experience, including the ability to prioritize and deliver multiple projects within tight deadlines
- Demonstrated ability to interact respectfully and cultivate relationships with people of diverse backgrounds, perspectives, styles and cultures
- Goal-oriented and proactive self-starter with ability to work both on a team and independently, and approach projects with a high degree of adaptability
- Ability to attend and participate in activities outside core business hours (early morning, evening and occasional weekends)
- Proficient in utilizing Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), design software and internet platforms

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; and 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; and 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.
- *Teamwork:* balances team and individual responsibilities; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; and supports everyone's efforts to succeed.
- *Analytical:* synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; and designs work flows and procedures.
- *Dependability:* takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; and completes tasks on time or notifies appropriate person with an alternate plan.
- *Judgment:* ability to make prudent and timely decisions; ability to exhibit sound and accurate judgment; and ability to explain reasoning for decisions.
- *Language Ability:* ability to read and write reports, business correspondence and procedure manuals; and 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; and 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; and 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; and ability to work through problems involving multiple variables.
- *Supervisory Skills:* ability to carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Applicable supervisory responsibilities include: interviewing, hiring, training and coaching employees; planning, assigning and directing work; reviewing performance; appraising/disciplining employees, when necessary; addressing complaints and questions; and resolving problems.

Work Environment:

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

Employee Acknowledgement:

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

EMPLOYEE NAME (PRINT)

EMPLOYEE SIGNATURE

DATE