



Job Title:	Director - Research & Community Impact	Reports to:	Leadership Team
Department/Division:	Impact/Evaluation	Direct Reports:	None
Status:	Exempt	Date:	February 2022

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:

Innovia Foundation seeks a community-minded individual with strong analytical skills who can lead Innovia's impact work that grounds our civic engagement and program initiative work in the needs and perspectives of the communities we serve.

Working closely with Foundation staff, grantees and community-based partners, the Director of Research and Community Impact will convey the impact of Innovia's work and help Innovia demonstrate the value of its philanthropy throughout the region.

The individual in this role will lead efforts related to data analysis/tool building (technical projects and reports), communication about the data with partners with related needs for fundraising, policy/advocacy, and partnership/relationship maintenance with agencies and organizations.

The Director of Research and Community Impact will perform research and analysis to shape ideas and inform priorities for new programs, partnerships and advocacy that support vibrant communities in Eastern Washington and North Idaho.

Duties and Responsibilities:

- Cultivate strong relationships with nonprofit organizations, public-sector leaders and academic research institutions to promote community research to inform community priorities.
- Lead efforts in the organization to collect, analyze and use data to report on impact of foundation community engagement and grant making efforts.
- Develop and implement high-quality stakeholder surveys and alternative means of collecting stakeholder perspectives (i.e., focus groups, interviews).
- Prepare reports, maps and summary tables with geographically specific information from secondary data sources that describes key facts about persons living in the Innovia service area. Disaggregate, analyze and provide interpretation for data when necessary.
- Using data analysis platforms and approaches to produce tools, reports and other products that directly support Innovia's programs and initiatives.
- Project management and process management related to data and metrics tools, reports and initiatives.
- Develop strategies and approaches to measuring organizational impact outcomes related to delivery of key organizational initiatives.
- Represent Innovia Foundation externally through participation in regional and national groups that advance measurement and learning in philanthropy.
- Support policy/advocacy efforts and organization communications efforts, including but not limited to, providing testimonies and presentations for the legislature and for legislative staff, prepare documents, white papers, portions of reports, briefs, charts and graphs that describe, interpret and visualize data analyses for relevant audiences, including the Board, donors and community partners.
- Develop donor reports on specific issues, organizations or topics.
- Creation of internal reports and summaries, both ad hoc and formal, to communicate learnings and impact of programs and initiatives to staff, Board, donors and community partners.
- Present needs assessment and research results to key constituencies.

- Ensure the highest standards of data analysis and effectively communicate implications and recommendations to grantees and stakeholders.
- Complete funding proposals and grant applications to further community initiatives.
- Build relationships with agencies, philanthropies and individuals to support Innovia's resource development efforts.
- Communicate and translate findings to multiple audiences in non-technical language as a catalyst for change.
- Support/lead the preparation of outcomes, goals and methodology sections of funding requests and applications (RFPs and invited proposals from funders).
- Collaborate with the Gift Planning & Marketing team to strengthen and highlight Innovia's stories of impact.
- Serve on various internal teams to ensure the effective and efficient operations of Innovia.
- Provide recommendations and support to the CEO and the rest of the Leadership Team on program and organizational strategy, especially from the perspective of the organizational impact and outcomes.
- Ensure an equity lens is applied to all materials produced by the Impact team. Model diversity, equity and inclusion, both internally and externally.

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 essential functions.

Education/Experience:

- B.A. degree with emphasis on research is preferred
- 5-plus years relevant work experience

Skills/Abilities:

- Candidate must demonstrate solid mathematical ability, analytic thinking, project design and research skills.
- Experience with qualitative and quantitative analysis, database and data system development and management and data analysis required.
- Excellent written and oral communication skills.
- Ability to manage and balance multiple tasks and priorities.
- Ability to coach and teach other stakeholders.
- Knowledge of statistical packages (SAS, SPSS, Stata, R), mapping software and database languages (SQL-Structured Query Language) a plus.
- Maintain and create standard reports on Foundation activity using internal data warehouse (SQL Server).
- Skills should include one or more technical data science methodologies and platform expertise including, but not limited to, database management software, Tableau, Excel, Alteryx, R, Python, other BI tools and data visualization software, data storytelling and data communication.
- Demonstrated proficiency using diverse technology platforms, programs and services, including Microsoft Office and online meeting tools, such as Teams and Zoom.

- Self-directed with excellent organizational skills, creativity and ability to manage and balance multiple tasks and priorities to drive projects in a motivated, results-oriented way.
- Ability to use data to support mission alignment and as a tool for compelling storytelling.
- Should have a strong interest and prior experience in one or more of the following topics: Education and Youth Development, Health and Wellbeing, Arts and Culture, Economic Opportunity, Quality of Life.
- Demonstrated ability to interact respectfully, forge strong relationships, and work collaboratively with people of diverse backgrounds, perspectives, styles and cultures, within both private and public sectors.
- Deep understanding and a commitment to Diversity, Equity and Inclusion.
- Confidence in facilitating workshops, demonstrating products and translating impact data by audience.
- Demonstrated ability to present complex, technical information in a clear, persuasive and concise manner to non-technical audiences.
- Comfortable publicly presenting across sectors including government agencies, business, educators and nonprofits.
- Ability to work independently, as well as within a cross-functional team environment
- Ability to attend and participate in activities outside core business hours (early morning, evening, occasional weekends).
- High degree of personal and professional integrity with ability to work with confidential information.

Physical Abilities:

- Primary functions require sufficient physical ability and mobility to:
 - Sit for prolonged periods of time;
 - Walk and climb stairs;
 - 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;
 - 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.
- Interpersonal Skills: ability to maintain satisfactory relationships with others, excellent customer service skills and a good overall understanding of appropriate human relations.
- 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 work with mathematical concepts such as probability and statistical inference; ability to apply accounting principles.
- *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
- *Supervisory Skills:* ability to carry out supervisory responsibilities in accordance with Innovia'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 and addressing complaints and questions and resolving problems.

Work Environment:

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

Compensation:

Innovia Foundation offers an excellent benefits package and salary that is commensurate with experience.