



Job Title:	LaunchNW Launch Associate Director	Reports to:	LaunchNW Executive Director
Department/Division:	LaunchNW	Direct Reports:	None
Status:	Exempt	Date:	July 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.

LaunchNW

LaunchNW, incubated by Innovia Foundation, is a community and economic vitality initiative which spans 20 counties in Eastern Washington and North Idaho, impacting 102 school districts, nearly 150,000 students and over one million residents. A supported promise scholarship serves as an incentive and change agent to transform the trajectory of our communities. LaunchNW coordinates holistic, wraparound services and supports to break down the barriers to high school completion and post-high school career pursuit.

Vision

Advancing opportunity for every child, prosperity for every family, and growth for our economy and every community in Eastern Washington and North Idaho.

Promise

Imagine if an entire community came together to ensure every child has the opportunity — and support — to pursue their career and education of choice. This is the bold promise of LaunchNW.

How It Works

Using a supported promise scholarship as an incentive, LaunchNW is a bold, cross-sector collaboration that catalyzes community prosperity by removing barriers to post-high school education for every child. It leverages existing resources to develop holistic solutions to the challenges facing our communities.

Position Summary:

LaunchNW seeks a Launch Associate Director to facilitate start up activities including the development of processes in local LaunchNW regions throughout the Innovia footprint.

The Launch Associate Director will lead capacity building for local LaunchNW chapters and will be required to have the following attributes:

- Possess superior facilitation skills
- Ability to facilitate LaunchNW capacity building activities
- Knowledge and savvy to position each region for on-going sustainability
- Understanding and ability to build local ownership for the work of LaunchNW

Duties and Responsibilities:

The Launch Associate Director should be fully capable of the following actions needed to achieve required results:

- Work with external consultants, Community Catalyst Partners (CCP) to provide on-the-ground facilitation of launch activities
- Facilitate communication between agencies (County, City, school district, universities, CBO's, Faith Based Groups)
- Assist in writing grants in order to facilitate LaunchNW implementation

- Work with the Executive Director to provide oversight and facilitation of the LaunchNW regions, including:
 - Establish the collaborative governance structure of LaunchNW in communities
 - Establish the Strategic Data Approach
 - Facilitate LaunchNW task forces that are focused on areas of challenge
 - Facilitate the development of a plan to roll out core services to meet challenges outlined in task force work

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 (M.A. preferred) with emphasis on organizational leadership is preferred
- 5-plus years relevant work 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
- Ability to coach and teach other stakeholders.
- 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 Education and Youth Development.
- 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.
- 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.
- 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 the Company'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.

Employee Acknowledgement:

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

EMPLOYEE NAME (PRINT)

EMPLOYEE SIGNATURE

DATE