



<b>Job Title:</b>	<b>Program Officer</b> <b>Salary Range: \$50,000 - \$60,000</b>	<b>Reports to:</b>	<b>Director of Community Investment</b>
<b>Department/Division:</b>	<b>Grants and Community Engagement</b>	<b>Direct Reports:</b>	<b>Program Associate - Grants</b>
<b>Status:</b>	<b>Exempt</b>	<b>Date:</b>	<b>July 2022</b>

### **Mission:**

The mission of Innovia Foundation is to ignite generosity that transforms lives and communities. Our vision is 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.

**Our Strategic Framework:** In 2019, Innovia formally adopted a strategic framework focused on a vision for the future of our region. Our three strategic focus areas were identified as: 1) igniting generosity; 2) building vibrant and sustainable communities; and 3) ensuring every person thrives.

### **Position Summary:**

The Program Officer works with the Director of Community Investment and is responsible for assisting with the investigation and evaluation of grant proposals and/or implementing in-house programs and all aspects of the grantmaking and scholarship process, including program research, grantee proposal evaluation, grant activity tracking and post-grant evaluation.

In addition, this position works with the Director of Community Investment and the Grants Program Associate to ensure the smooth functioning of grantee services, committee review processes, grant monitoring and database management essential to Innovia's operations. Additionally, the Program Officer is a liaison between internal departments, the public, and provides professional customer service to internal and external audiences.

### **Duties and Responsibilities:**

- Manages all phases of **community grants** and **scholarship** programs, from application to post-award reporting.
- Reviews proposals, conducts site visits, prepares written summaries and analysis of grant requests to aid in the evaluation and final grant recommendations.
- Oversees Innovia's grants-related database system and online grant application and recommendation systems to ensure data integrity.
- Works closely with the Gift Planning and Donor Services teams to provide technical guidance on fund development and opportunities for collaborative funding to prospective and current fund holders.
- Works closely with the Grants Program Associate to support efforts to properly code grants data and report on key grantmaking trends, learnings and impact.
- Serves as the primary contact with grant and scholarship applicants, and review committee members.
- Promotes grant and scholarship opportunities to ensure quality applicant pool.
- Presents annual, comprehensive orientation to review committees to ensure award decisions are made within accepted standards and without conflict of interest.
- Organizes grant and scholarship review committee meetings and facilitates quality discussion leading to clear and objective award decisions. This includes preparing agendas, minutes, and application review materials.
- Assures compliance with IRS regulations and due diligence standards.
- Manages the grant-related records in iPhi Core-Enterprise as well as PrivateViews including GranteeView, ScholarshipView and CommitteeView. Oversees the overall configuration, exports, imports and uploads within the database.
- Works independently, as well as collaboratively, as a reliable member of the Innovia team.
- Takes initiative to improve and advance practices in grants management with community and Innovia partners.
- Serves in various leadership opportunities to create more networking opportunities between and among nonprofit organizations.
- Displays diplomacy, discretion, customer service, sound judgment and outstanding communication skills (oral, written and interpersonal) in interacting with community partners and co-workers.
- Employs strong organizational skills with the ability to multi-task.
- Performs routine office functions.
- Performs other 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 from a four-year college or university
- Minimum of 5 years of program management experience; experience with database administration, grant administration and/or data process improvement is preferred

### **Skills/Abilities:**

- Advanced or expert level knowledge of Microsoft Excel and Word
- Relational database experience (FIMS knowledge a plus)
- Ability to run reports and provide analysis of information
- Excellent written and verbal communication skills
- Strong project management skills
- Strong attention to detail
- 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
- 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.
- 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; supports everyone's efforts to succeed.
- Analytical: Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

- **Dependability:** Takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; 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; 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.
- **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.
- **Supervisory Skills:** ability to carry out supervisory responsibilities in accordance with the Foundation'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.

To apply, please submit a cover letter and resume to Lauren Autrey either by e-mail [lautrey@innovia.org](mailto:lautrey@innovia.org) or by mail at 421 W. Riverside Ave., Ste. 606 Spokane, WA 99201.