



Job Title:	LaunchNW Rural Launch Director \$90,000 - \$100,000/year	Reports to:	LaunchNW Executive Director
Department/Division:	LaunchNW	Direct Reports:	None
Status:	Exempt	Date:	August 2023

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:

About Innovia Foundation:

Innovia Foundation ignites generosity that transforms lives and communities. We envision vibrant and sustainable communities, where every person has the opportunity to thrive. As the community foundation for Eastern Washington and North Idaho since 1974, we partner with people who want to make our part of the world better.

We believe that generosity is the most powerful source of positive change to achieve our shared goals and values. We partner with generous individuals, families, businesses and organizations to address our region’s most pressing causes and greatest opportunities. We offer innovative products and giving solutions to catalyze greater impact and inspire donors to take a more active approach to philanthropy.

We thoughtfully collaborate with community leaders and stakeholders to build and strengthen relationships, so that our work is more reflective of and relevant to the priorities of our region. We are committed to being present and engaged, learning about community needs and supporting community momentum. We work together to address and solve our region’s

problems, help those in need, identify and respond to our greatest opportunities, and leave a lasting impact.

Each year, Innovia invests nearly \$10 million into our communities through grants and scholarships.

We welcome you on this journey to improve people's lives and make our world a better place!

Visit www.innovia.org to learn more about Innovia Foundation

About LaunchNW:

LaunchNW is an initiative of Innovia Foundation that challenges our community to come together to ensure children have opportunities and support to access their post-high school education and career of choice.

With a promise scholarship as an incentive, LaunchNW is working with community partners to collaboratively engage and provide wraparound supports for students and families. We are uniting businesses, educational entities, nonprofits, government and communities behind this vision and expectation. A disruption to business as usual, LaunchNW is a transformational investment in the future of our region.

Visit www.LaunchNW.org for more information.

Position Summary:

LaunchNW seeks a rural Launch Director to develop, implement and support the rollout of LaunchNW in the rural regions of Eastern Washington and North Idaho, served by Innovia Foundation.

This position will co-design, develop, implement and support LaunchNW using asset-based approaches and research based best practices that support grassroots community engagement and rural post high school attainment. Implementation activities will include the design of structures and processes required for successful implementation of the LaunchNW supported promise scholarship, local governance, and coordinated support services.

The Rural Launch Director will lead capacity building for rural LaunchNW communities. The successful candidate will:

- Implement the strategic plan of LaunchNW in rural communities, in collaboration with LaunchNW and Innovia Colleagues
- Design, build and implement new programs in support of post-high school attainment in rural communities.
- Develop a plan for, and facilitate, well-directed LaunchNW capacity building activities
- Understand the importance of, and ability to build, local buy-in for the work of LaunchNW while maintaining a commitment to the core values of LaunchNW as a regional entity
- Coordinate communication and planning among stakeholders and organizations (County, City, school districts, universities, community-based organizations, faith-based organizations, etc.)
- Assist in writing grants to facilitate LaunchNW implementation

The following characteristics will be important for the successful candidate in this position:

- Excellent oral and written communication skills, including authentic engagement with diverse community members from many different sectors
- Willingness to travel to connect in-person with rural community members
- Ability to manage complex partnerships and relationships (stakeholders, community members, LaunchNW/Innovia colleagues)
- Ability to create a cohesive “whole” across a widely distributed network of professionals and supporters
- Ability to solve problems efficiently, effectively and independently
- Experience in leadership positions, preferably in rural settings, and preferably in the not-for-profit sector
- Experience with program development and project management
- Experience living in rural communities and/or an understanding of rural communities and lifestyles.

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:

- Strong program development and project management experience required
- 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
- Works independently, as well as collaboratively
- 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, including public speaking
- 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 others
- 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
- Strong interest and prior experience in Education and Youth Development preferred
- 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

Work Environment:

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