



Position Description

Regional Engagement Manager, North Idaho

Job Title: Regional Engagement Manager, North Idaho
Salary Range: \$60,000-\$70,000
Department: Community Engagement and Impact
Status: Full time

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.

About Us:

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!

Position Summary:

This locally based position will advance Innovia Foundation's mission in North Idaho by building partnerships and relationships between donors, community stakeholders, nonprofit organizations and volunteers who share our vision for vibrant and sustainable communities where every person has the opportunity to thrive. By maintaining a local presence, this position will develop grassroots support for Innovia Foundation in the 10-county region comprised of Bonner, Boundary, Kootenai, Shoshone, Benewah, Latah, Nez Perce, Lewis, Idaho and Clearwater counties in North Idaho. This position will be based in Kootenai County.

This position will serve as a catalyst to addressing critical community needs and identifying community assets, raise funds to regional initiatives, be a champion for the nonprofit sector, promote a culture of giving, and empower donors to connect to community priorities.

In collaboration with Innovia team members, this position will be responsible for a wide range of community development activities in alignment with Innovia's strategic framework, including community convening, issue prioritization, nonprofit relations, donor development, grantmaking support, marketing, volunteer stewardship and community outreach.

This position requires the desire and ability to establish a strong network of community partners collectively engaged in driving community transformation.

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.

Duties and Responsibilities:

- Develop and implement strategies that leverage community resources to further Innovia's strategic initiatives, including LaunchNW, 5% Transfer of Wealth Campaign and Leadership Councils.
- Identify and cultivate new partners, donors and community collaborators to generate additional resources and support for the community and for Innovia Foundation.
- Responsible for donor acquisition and fund development by promoting services, cultivating donors, working with donors, professional advisors and community leaders to increase giving to current funds, and develop new funds, charitable trusts and supporting organizations.
- Research and identify prospective donors and implement strategy to qualify their connection to the community foundation, their capacity for a major or planned gift, and their commitment to charitable giving and the region.
- Coordinate Leadership Councils in North Idaho, working with Gift Planning staff and the North and South Regional Engagement Managers.
- Serve as staff liaison and support for LaunchNW in Kootenai County.

- Volunteer development/recruitment (identify residents to serve on Innovia Board of Directors, Leadership Councils and committees).
- Actively seek opportunities for collaborative, community-based philanthropic initiatives.
- Develop and maintain partnerships with local nonprofit leaders.
- Attend and participate in community events and organizations, including Rotary, Chamber of Commerce, economic development groups, etc.
- Serve as a resource for local organizations regarding nonprofit best practices. Provide mentorship on topics such as endowment building, marketing/storytelling and donor development.
- Provide advice and counsel to review committees with respect to grant and scholarship applications.
- Review grants and participate in site visits and interviews with grant applicants from the region.
- Make presentations at meetings and community events.
- Actively seek opportunities to promote the mission of the Foundation within the community.
- Assist with outreach events.

Education/Experience:

- Bachelor's Degree in business, marketing or other relevant field
- Experience developing community partnerships and collaboratives

Additional Desirable Qualifications:

- Strong connections and relationships in the Kootenai County and North Idaho region
- Project management and program planning experience
- Fundraising, development and donor relations 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

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.
- **Dependability:** ability to follow instructions, both in written and verbal format; ability to respond to management direction; 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.
- **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 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; 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.

Work Environment:

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

To Apply: Email cover letter and resume to lautrey@innovia.org.