



Job Title:	Community Development Director (\$90,000 - \$120,000 DOE)	Reports to:	Chief Community Investment Officer
Department/Division:		Direct Reports:	
Status:	Full Time - Exempt	Date:	July 2024

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.

The Innovia team is made up of people with different strengths, experiences and backgrounds who share a passion for investment in the promise of our region. We are deliberate, intentional and purposeful about the kind of culturally diverse team we are building.

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

If you're someone who...

- Is **mission-driven** and embraces **collaboration**, open community and constructive team partnerships
- Shows up with a **sense of purpose, heart and authenticity**
- Is adept at **project management** and **detail** work, who genuinely thrives on providing the best **team support** possible
- Is compelled by your innate **curiosity and love for learning** to dig deep, research and explore new perspectives and ideas

... then we have an exciting and rewarding opportunity for you!

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

Position Summary:

Are you looking for a rewarding career fueled by purpose? Do you want our region to be the best it can possibly be? Place, purpose and innovation drive our mission, so Innovia Foundation may be the place for you. As the region's leading community foundation and one of the most prominent in the nation, we serve 10 counties in Eastern Washington and 10 counties in North Idaho.

We bring together:

- *Donors – Supporting causes and organizations that improve our community.*
- *Nonprofits – Delivering experiences that improve people and place.*

The Community Development Director reports directly to the Chief Community Investment Officer and is a member of the leadership team. This position will work collaboratively with the Gift Planning and Marketing, Community Investment and Regional Engagement Teams, and collaborates with LaunchNW on rural engagement and implementation.

This position plans, develops, manages and oversees Innovia's rural community development initiatives, including Community Heart and Soul, among others. It fosters partnerships and leads strategic efforts in support of locally-driven programs and opportunities. The position is based in Spokane, Washington, but up to 60% of time may be performed working in rural communities throughout Innovia's service area.

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Duties and Responsibilities:

- Identifies, evaluates and implements policies and programs designed to improve the economic, social and cultural development in rural communities.
- Manages the implementation of the Community Heart and Soul Program and may serve as a certified community coach.
- Identifies and manages federal, state and local grants and other funding initiatives to support rural communities.
- Facilitates rural community engagement and communication for project planning and development.
- Analyzes data, research, and reports to inform decision-making and strategy development.
- Collaborates with various stakeholders, elected officials, businesses, and community organizations.
- Facilitates and supports locally driven community economic development programs, projects and activities
- Mentors colleagues in best practice community development strategies.

Education/Experience:

- Bachelor's Degree in related field required, such as planning, public administration, community or economic development, or sociology; a Graduate degree in planning or public administration is strongly preferred.
- Seven (7) or more years of experience in community/economic planning, development and program management, five (5) years or more of which is in the public sector.
- Demonstrated experience and success working with rural communities.
- Demonstrated knowledge and experience administering federal and state grants.
- Demonstrated experience working as a successful supervisor

Additional Competencies and Qualifications:

- Comprehensive knowledge of or ability to become knowledgeable of Washington and Idaho State laws related to land use planning, building codes, environmental regulations, regional issues, code compliance practices, housing assistance, social services, and economic development practices and programs.
- Knowledge of local economic development principles and practices.
- Working knowledge of community/economic development programs such as Main Street, CERB, among others, and historic preservation programs.
- Excellent communication and facilitation skills, including addressing large formal and informal groups and facilitating public processes.
- Excellent supervisory skills; ability to hold employees and supervisors accountable for performance goals and contributions to organizational objectives and values; ability to develop and motivate staff and to delegate, supervise, and review staff work.
- Excellent leadership, interpersonal, judgment, and organizational skills.
- Knowledge of grants and contracts compliance and reporting requirements.
- Excellent written communication skills
- Strong budget management and reporting skills.
- Understanding the regional and local community political environment and sensitivities and possessing the ability to function effectively within that environment.
- High level of integrity and ethics, personal warmth and sincerity.
- Ability to work with sensitive information and maintain complete confidentiality.

- Ability to work in a fast-paced environment, while remaining focused, detailed and results-oriented
- Ability to 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.
- 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.
- 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.

To apply, please send a cover letter and resume to Molly Sanchez, Chief Community Investment Officer, via email at msanchez@innovia.org or by mail at 818 W. Riverside Ave., Ste. 650 Spokane, WA 99201