



<b>Job Title:</b>	<b>Donor Engagement Manager</b>	<b>Reports to:</b>	<b>Chief Philanthropy Officer</b>
<b>Department/Division:</b>	<b>Gift Planning</b>	<b>Direct Reports:</b>	<b>None at this time</b>
<b>Status:</b>	<b>Full Time – Exempt</b>	<b>Date:</b>	<b>July 2025</b>
<b>Salary Range:</b>	<b>\$72,000 - \$80,000</b>		

**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 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.

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:**

**Innovia Foundation is seeking a motivated and detail-oriented Donor Engagement Manager to collaborate with the Chief Philanthropy Officer and Regional Engagement Team in designing and implementing a comprehensive donor stewardship and engagement strategy.** This position plays a critical role in strengthening existing donor relationships and cultivating new ones. The Donor Engagement Manager will actively manage a portfolio of individual, corporate and nonprofit donors, oversee donor events, enhance philanthropic communications, and improve donor data systems and processes. This position works cross-functionally with the Gift Planning, Grants, Marketing, and Finance teams to ensure a seamless and personalized donor experience.

### **Duties and Responsibilities:**

- Proactively engages fundholders and donors to ensure planned gift agreements remain current, making updates to documentation as needed. When appropriate, facilitates values-

based conversations to help donors refine their gift intentions and align documentation with their philanthropic goals and personal values.

- With guidance from the Chief Philanthropy Officer, proactively identifies, qualifies, and cultivates prospective donors and potential fundholders. Develops and cultivates new donor funds by engaging prospective donors, educating them on fund options, and guiding them through the fund establishment process.
- Works closely with the Regional Engagement and Gift Planning teams to develop and implement strategies for cultivating and educating professional advisors across Innovia's 20-county region. This includes representing Innovia at advisor and prospect events, leading individual and group meetings, delivering educational presentations, and contributing to digital and print marketing efforts to increase advisor referrals.
- Develops and manages programs and services that support donors and fundholders, ensuring they have access to timely information and responsive support from Innovia Foundation staff and volunteers.
- Provides prompt and knowledgeable responses to donor inquiries related to fund management, grantmaking, and technical assistance for online platforms.
- Regularly collaborates with team members to review engagement efforts with donors, prospects, and professional advisors, and to develop strategies for initiating conversations around estate planning, long-term charitable tax planning, and multi-generational giving.
- Develops and delivers presentations—primarily to nonprofit organizations—highlighting the benefits of establishing endowments, partnering with Innovia Foundation, and strategies for growing long-term philanthropic assets.
- Provides support for volunteer committees, including meeting preparation and the development of presentations.
- Willingness and ability to travel throughout Innovia's 20-county service region, with particular focus on Bonner and Boundary counties in North Idaho, as well as Ferry, Stevens, and Pend Oreille counties in Northeast Washington.
- Responsible for researching best practices in donor engagement and stewardship; developing strategic recommendations and annual plans; and preparing budgets to support donor engagement and recognition initiatives. This work includes outreach to nonprofits, professional advisors, lifetime benefactors, and Legacy Society members.
- Collaborates with the Gift Planning, Grants, Marketing, and Finance teams to develop donor communications, including but not limited to fund anniversary messages, recognition and stewardship initiatives, and other specialized services.
- Collects and documents donor backgrounds and stories for use in both internal and external Foundation communications.
- Creates and delivers educational programs for nonprofit leaders, fund founders/advisors, and professional advisors on topics including investment returns, online fund access, grantmaking and capacity-building opportunities, as well as updates on laws and regulations affecting charitable giving.
- Collaborates across teams to develop parameters for donor and fund data, fund administration, tracking and reporting.
- Serves as a representative of Innovia Foundation within the community, focusing on engagement with nonprofit organizations, current fundholders, and prospective donors and fundholders.
- Accurately records all meeting notes, donor intentions, planned giving commitments, follow-up actions, and contact reports.
- Collaborates with the team to perform additional tasks and duties as needed to support and advance the mission of the organization.

## **Location:**

While this position is ideally based in Innovia Foundation's downtown Spokane office, we welcome applications from candidates residing in Bonner and Boundary Counties in North Idaho, as well as Ferry, Stevens, and Pend Oreille counties in Northeast Washington.

## **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:**

- College degree
- Five (5) years' experience in constituent stewardship, development/fundraising, gift planning, community relations, public relations, sales or similar disciplines

## **Skills/Abilities:**

- Strong interpersonal, written and verbal communication skills
- Expert in utilizing Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), Adobe, database software and internet platforms
- Ability to work with and build rapport with diverse individuals, groups and other organizations.

## **Physical Abilities:**

- Primary functions require sufficient physical ability and mobility to:
  - sit for prolonged periods of time;
  - 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
  - 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; and 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; and 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.

- **Teamwork:** balances team and individual responsibilities; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; and supports everyone's efforts to succeed.
- **Judgment:** ability to make prudent and timely decisions; ability to exhibit sound and accurate judgment; and ability to explain reasoning for decisions.
- **Language Ability:** ability to read and write reports, business correspondence and procedure manuals; and 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; and ability to compute rate, ratio and percent and to draw and interpret bar graphs.
- **Problem Solving Ability:** ability to identify and/or prevent problems before they occur; ability to formulate alternative solutions to problems when necessary; and 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; and 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; and ability to work through problems involving multiple variables.

### **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, Chief Financial & Operating Officer, via email at [lautrey@innovia.org](mailto:lautrey@innovia.org) or by mail at 818 W. Riverside Ave., Ste. 650 Spokane, WA 99201. Position will remain open until filled. Application review will begin August 3, 2025.**