



Job Title:	Core Team Program Associate (\$23-26/hour)	Reports to:	Chief Financial & Operating Officer
Department/Division:	Core Team	Direct Reports:	None
Status:	Full Time	Date:	August 2025

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.

Innovia's service region encompasses 10 counties in Eastern Washington, 10 counties in North Idaho, and six Native American Tribes are located within this region.

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:

The **Program Associate** is a member of the Core Team. As such, the primary daily duties of this position will be to provide comprehensive internal and external customer service. Core Team members coordinate workflow of duties on a daily basis so that these functions are performed timely and efficiently with an emphasis on operational excellence.

Duties include but are not limited to:

- Assist with answering main phone line
- Processing of gifts including gift acknowledgement letters
- Daily monitoring of the Core Team e-mail inbox
- Processing of donor-advised grants including due diligence processes
- Database management and report preparation
- Fund administration including setup, amendments and retirement
- Weekly check processing
- Accounts payable processing
- Designated and other grant processing (timing varies)
- Sharepoint document storage maintenance, cleanup and organization
- Donor services including fund balance inquiries, annual distribution timing, accessing online giving platform, grant recommendation status and other basic fund inquiries.
- Grantee services including accessing online grants platform, reissuing lost checks and other basic grant program inquiries

- General organizational administrative support including event planning, scheduling, communications management, document preparation, file management and data entry
- Ongoing process improvement and evaluation with an emphasis on effectiveness and efficiency
- General support of strategic direction of the organization

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

Skills and Abilities:

- Strong computer/technology skills
- Expert user in Excel and experience utilizing Microsoft Office Suite (Word, Outlook, PowerPoint)
- Strong interpersonal and relationship building skills, with customer service orientation to serve staff, board members, donors, vendors, grantees and other constituent groups.
- Strong organizational skills that reflect ability to streamline, perform and prioritize multiple tasks with a critical eye for detail.
- Excellent written and verbal communication skills
- Capable of high-quality performance and at meeting deadlines, with attention to detail and accuracy, in a quick moving work environment
- Resourceful team player, with the ability to also be effective independently

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 maintain satisfactory relationships with others, excellent customer service skills and a good overall understanding of appropriate human relations.
- **Teamwork:** balances team and individual responsibilities; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interest; supports everyone's efforts to succeed.
- **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 work with mathematical concepts such as probability and statistical inference; ability to apply accounting principles.
- **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.
- **Analytical:** Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.
- **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.
- **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.

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 or via mail at 818 W. Riverside Ave., Ste. 650 Spokane, WA 99201. Applications will be reviewed on a rolling basis with interviews tentatively planned for the week of September 15, 2025.