



Job Title:	Regional Engagement Manager – North Idaho	Reports to:	Chief Community Investment Officer
Department/Division:	Community Engagement & Impact	Direct Reports:	None at this time
Status:	Full Time – Exempt	Date:	August 2025
Salary Range:	\$75,000 - \$85,000		

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 community-driven **Regional Engagement Manager – North Idaho** to lead and implement a comprehensive strategy for donor engagement and community outreach across the region. This dynamic, locally based leadership role is equally focused on professional philanthropy advising and donor cultivation (50%) and community-based nonprofit and stakeholder engagement (50%).

Serving as Innovia Foundation's primary ambassador in North Idaho—including **Kootenai, Shoshone, Benewah, Latah, Bonner and Boundary counties**—this position will play a pivotal role in advancing the Foundation's mission by strengthening relationships with donors, professional advisors, nonprofit leaders, civic organizations, and volunteers. By maintaining a visible and engaged local presence, the Manager will develop grassroots support for regional initiatives and elevate community voices to align with Innovia's vision of vibrant, sustainable communities where every person has the opportunity to thrive.

The Regional Engagement Manager will collaborate across departments—including Gift Planning, Grants, Marketing, and Finance—to ensure a seamless, personalized experience for donors and partners. This individual will lead efforts to cultivate new philanthropic resources,

foster regional collaborations, champion nonprofit capacity-building, and support strategic initiatives such as LaunchNW, the 5% Transfer of Wealth Campaign, and Leadership Councils.

Key responsibilities include facilitating community convenings, building nonprofit partnerships, supporting regional grantmaking, promoting a culture of giving, and guiding donors in aligning their philanthropic goals with community priorities. **This role requires a strong desire and ability to build trusted networks and engage diverse stakeholders in meaningful ways that drive long-term community transformation.**

Key Duties and Responsibilities:

Philanthropy Advising and Donor Engagement (50%)

- Cultivate, steward, and manage a portfolio of individual, corporate, and family donors and fundholders.
- Provide values-based philanthropic advising to connect donors' intentions with meaningful community impact.
- Educate and engage professional advisors across the region to increase referrals and expand philanthropic partnerships.
- Guide donors through the process of establishing and managing funds, charitable trusts, and planned giving strategies.
- Coordinate donor recognition and stewardship efforts, including fund anniversaries, site visits, and customized reporting.
- Develop and deliver presentations to promote philanthropic tools, donor-advised funds, and legacy giving.
- Partner with the Gift Planning and Finance teams to ensure seamless donor experiences and data integrity.
- Collect and document donor stories and impact narratives for marketing and development communications.

Community and Nonprofit Outreach (50%)

- Serve as Innovia's local lead for community convenings, strategic initiatives, and collaborative partnerships.
- Actively identify and respond to community needs and opportunities aligned with Innovia's mission and strategic priorities.
- Cultivate relationships with nonprofit organizations, local government, businesses, and community leaders.
- Support and lead regional initiatives such as LaunchNW, 5% Transfer of Wealth Campaign, and Leadership Councils.
- Mentor and advise nonprofit organizations on endowment building, donor development, and organizational sustainability.
- Lead regional grantmaking activities, including application review, site visits, and committee support.
- Represent Innovia at regional events and stakeholder gatherings (e.g., Chambers, Rotary, civic groups).
- Identify and recruit community volunteers for Innovia board committees and leadership councils.

- Act as a resource and liaison for community-based philanthropy and nonprofit best practices.
- Serve as a champion of Innovia's Community Heart and Soul program, as well as a liaison and trainer for program coordinators, committees and coaches.
- Provide advice and counsel to review committees with respect to grant and scholarship applications.

The duties and responsibilities outlined above are representative of the role but are not exhaustive; additional tasks may be assigned or undertaken as needed to support the mission and evolving priorities of the Foundation.

Location:

The position's home base is the Innovia office located in the Coeur d' Alene Chamber of Commerce visitor center. However, the candidate must be willing and able to travel throughout the six North Idaho counties served on a regular basis, as well as work from the downtown Spokane office approximately twice per month to facilitate team meetings and collaboration.

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 in business, marketing or other relevant field
- Seven (7) years' experience in one or more of the following: donor relations, nonprofit leadership, community development, professional advising, constituent stewardship, development/fundraising, gift planning, community relations, public relations, sales or similar disciplines
- Strong connections and relationships in the Kootenai County and North Idaho region; deep understanding of the philanthropic, civic, and nonprofit landscape in North Idaho
- Experience working in cross-functional teams, preferably in mission-driven organizations
- Project Management and program planning experience
- Fundraising, development and donor relations experience

Skills/Abilities:

- Strong interpersonal, written and verbal communication skills
- Exceptional relationship-building and interpersonal skills, with the ability to work with and build rapport with diverse individuals, groups and other organizations
- Demonstrated ability to manage complex partnerships and concurrent initiatives
- Strategic thinker with high emotional intelligence and cultural humility
- Strong project management skills
- Expert in utilizing Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), CRM, Adobe, database software and internet platforms
- Adept at handling sensitive, confidential information with discretion
- Ability to be focused and detailed, meet deadlines and juggle multiple tasks, be organized and effective, self-directed while maintaining priorities

Physical Abilities:

- Ability to travel frequently within the region and occasionally outside of the service area.
- Capacity to work flexible hours, including occasional evenings and weekends.
- 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.

Employee Acknowledgement:

I acknowledge, understand and agree to the job duties and requirements for this position.

EMPLOYEE NAME (PRINT)

EMPLOYEE SIGNATURE

DATE