

# COMMUNITY FOUNDATION SOUTH PUGET SOUND

## Director of Community Programs

Reports to: President and CEO

Position type: Full time, exempt

Salary: \$55,000 to \$70,000 per year, full time employment

### About the Community Foundation of South Puget Sound

The Community Foundation of South Puget Sound inspires charitable giving in Thurston, Mason, and Lewis counties. The Community Foundation stewards more than \$33 million in assets across more than 90 separate funds. Since its founding in 1989, the Community Foundation has awarded more than \$13 million in grants and scholarships. Visit [www.thecommunityfoundation.com](http://www.thecommunityfoundation.com) to learn more.

### The Role

A newly created position, the Director of Community Programs will have an exciting opportunity to help build Community Foundation of South Puget Sound's next phase of growth and impact. The Director of Community Programs will work closely with the President and CEO on the organization's strategy, grantmaking, and external relations. We are seeking an experienced nonprofit professional to lead our grantmaking and programs work and engage stakeholders, including nonprofit partners, donors, and community leaders. The right candidate has excellent facilitation and communication skills, and experience leading nonprofit or community-based programs.

The Director of Community Programs will lead our work on:

- Community and donor involved grant programs
- Give Local
- Scholarships
- COVID-19 response and recovery grantmaking
- Strengthening nonprofits
- Support and continuously build community relationships

### Responsibilities

- Lead development and management of grantmaking strategies and programs
- Oversee implementation of Give Local, an online crowdfunding campaign to promote local giving
- Identify and lead startup of new community initiatives
- Design and lead nonprofit capacity building work
- Supervise the Programs Coordinator and potentially other staff as the organization grows
- Participate in promoting diversity, equity, and inclusion within the Community Foundation and in the broader community
- Assist with donor stewardship and development activities, especially as it relates to strategic initiatives and community programs
- Assist in developing communications and marketing strategy and stories, especially as they relate to community programs and strategic initiatives

# COMMUNITY FOUNDATION SOUTH PUGET SOUND

- Work with the President and CEO with strategic planning, board development, and overall Community Foundation development and growth.
- Represent the Community Foundation with donors, nonprofits, staff, and the community.
- Assist in other general duties as required

## **Preferred Qualifications:**

- Understanding and familiarity with nonprofit sector, community foundations, and philanthropy
- Familiarity with Thurston, Mason, and Lewis Counties and its communities and networks OR the ability to learn and build relationships quickly
- Ability to lead coalitions and committees diplomatically and effectively
- Exceptional interpersonal, verbal, and written communication skills
- Demonstrated track record of building trusted community relationships
- The ability to lead and balance short- and long-term work
- A high tolerance for ambiguity
- Ability to work both independently and collaboratively
- A Bachelor's degree is required
- 5+ years working in a nonprofit organization, preferably in grantmaking, fundraising, communications, or program management

## **Physical Demands and Working Conditions**

The majority of the work is performed in a general office setting. The capability of working at a PC for extended periods is required. Team efforts with event support may require extended periods of physical activity involving standing, walking, and moderate lifting. Beginning in March of 2020, our staff is working from home and will continue to do so until it is safe to reopen our downtown Olympia headquarters.

The working conditions described above are representative of those for an employee to successfully perform this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions of the role.

As an equal opportunity employer, Community Foundation of South Puget Sound does not discriminate in employment on the basis of age, race, creed, gender, religion, marital status, veteran's status, national origin, disability, or sexual orientation. We welcome all candidates from a wide range of backgrounds who have the skills and are passionate about our work.

## **To Apply:**

Please submit your resume and cover letter to [mreule@thecommunityfoundation.com](mailto:mreule@thecommunityfoundation.com) Please include "Director of Community Programs" in the subject line. We will review applications on a rolling basis until the position is filled.