



Director of Community Programs

Reports to: President and CEO
Supervises: Program Coordinator
Position type: Full time, exempt
Location: Olympia, WA
Salary: \$65,000 to \$75,000 per year, full time employment

About the Community Foundation of South Puget Sound

The Community Foundation of South Puget Sound is a community foundation focused on inspiring philanthropy and putting charitable dollars to work for the benefit of people in Thurston, Mason, and Lewis Counties. Since its founding in 1989, the Community Foundation has grown to steward more than \$38 million in charitable assets and awarded more than \$19 million in grants and scholarships.

We approach our work with a long-term time horizon. Our values of community engagement; [diversity, equity, & inclusion](http://www.thecommunityfoundation.com); impact; and integrity are at the core of how we go about our work and what makes our vision possible. Read more about us on our website at www.thecommunityfoundation.com.

The Role

The Community Foundation of South Puget Sound is seeking a Director of Community Programs to lead our grantmaking and scholarship programs, Give Local, and other community initiatives. The Director will work closely with the President and CEO to modernize and grow our philanthropic impact in the South Puget Sound region and help design programs, funding, and initiatives that are informed by community voice and help build a stronger community.

The Director of Community Programs will lead our work on:

- Grant programs
- Scholarships
- Give Local
- Nonprofit and community engagement
- Program strategy development

Responsibilities

Grants and Programs Management – 70%

- Oversee process development, management, implementation, and outcomes of grantmaking and scholarships programs
- Clearly and effectively communicate Community Foundation strategies, priorities, and grantmaking guidelines
- Supervise the Programs Coordinator and potentially other staff as the organization grows



- Work closely with the Director of Finance to process funding distributions
- Help the organization modernize, streamline, and simplify our processes by developing, documenting, and improving internal systems for effective grants and scholarships programs; recommend policy and process changes to the CEO
- Manage the implementation of Give Local, an online crowdfunding campaign to promote local giving; coordinate the work of the entire staff team on this program

Community Engagement & Strategy Development– 20%

- Represent the Community Foundation with nonprofit organizations, community groups, networks, and coalitions as appropriate
- Gather and analyze stakeholder input and identify opportunities for impactful grantmaking
- Support organizational learning
- Advise CEO and Board of Directors on new programs and initiatives and strategies to deepen our impact

Organizational Leadership – 10%

- Advancing diversity, equity, and inclusion within the Community Foundation and in the broader community
- On occasion, assist with donor stewardship and development activities and events, especially as it relates to initiatives and community programs
- Assist in developing communications strategies and stories, especially as they relate to community programs and initiatives
- Assist in other general duties as required

Preferred Qualifications:

- A deep commitment to the Community Foundation's mission and strong alignment with our organization's values including diversity, equity, and inclusion
- 5+ years of leadership at a nonprofit organization or foundation
- Understanding and familiarity with the nonprofit sector, community foundations, and philanthropy
- Strong facilitation skills, including the ability to lead and facilitate external and internal meetings
- Exceptional interpersonal, verbal, and written communication skills
- Demonstrated track record of building trusted community relationships
- Experience managing employees or volunteers
- Able to manage a high level of responsibility with strict attention to detail
- Ability to work both independently and collaboratively
- Contributes to the creation of a diverse and inclusive work culture
- Proficient in Microsoft Office suite and database management

We believe valuable experience comes in many forms, so even if your background doesn't match everything we have listed in the job description, we still encourage



you to apply and tell us why your skills and experience could support our work to further the Community Foundation's mission.

We seek to build an organization that truly embodies the diverse experiences of our South Puget Sound communities. We strongly encourage applications from people of color; immigrant, bilingual, and multicultural individuals; people with disabilities; members of the LGBTQ+ community; and people with other diverse backgrounds and lived experiences.

Physical Demands and Working Conditions

The majority of the work is performed in a general office setting. The job requires the capability of working at a personal computer for extended periods. Event support may require extended periods of physical activity involving standing, walking, and moderate lifting. Staff is currently working remotely. This position will be based in our office in Olympia, WA, and will eventually require in-office presence 2-3 days per week. Periodic early morning, evening, and weekend hours, as well as occasional travel across our region, will be required.

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.

Benefits

Health insurance, employer-paid retirement plan, paid sick, vacation, and holidays.

To Apply

Please submit your resume and cover letter to Valerie Piper at finance@thecommunityfoundation.com. Include "Director of Community Programs" in the subject line. Priority consideration will be given to applications received by Friday, July 22, 2022. The job posting will stay open until the position is filled.