



## **Greater Tacoma Community Foundation (GTCF)**

950 Pacific Avenue  
Tacoma, WA 98402

### **Philanthropic Services Coordinator**

#### **GREATER TACOMA COMMUNITY FOUNDATION (GTCF)**

GTCF connects people, knowledge, and funding to build a racially equitable, accessible, inclusive Pierce County, now and for generations to come.

As a nationally accredited community foundation, GTCF is a community catalyst, connector, and knowledge facilitator, aligning funding and action through strategic philanthropic investments as well as stewarding more than 450 individual, family, and agency funds.

#### **THE OPPORTUNITY**

Support the translation of GTCF's Strategic Framework into action that brings abundant assets into GTCF to build a thriving Pierce County.

GTCF is seeking a self-directed, curious, technically proficient team member to support philanthropic impact in Pierce County. You will provide administrative assistance and support to our Philanthropy Team as we work to inspire transformational abundance.

#### **ESSENTIAL FUNCTIONS**

Perform a variety of administrative tasks and coordination between departments, assisting in the execution of the Philanthropy Team's strategy and tactics by coordinating:

- New and Future Fund Development
- Fund Advisor Inquiries & Communications
- Legacy Society Outreach & Communications
- Philanthropy Events & Outreach
- Board Committees staffed by Philanthropy Team
- Chartered Advisor in Philanthropy (CAP) Cohort
- Quarterly and Annual Fund Reporting

- Gift Processing, Grant Tracking, Invoicing, & Receipting
- Consistent and sustainable Community Suite documentation of relationships across teams
- Physical and digital file maintenance

This work requires that you:

- Communicate and coordinate directly with fund advisors, nonprofit leaders, and aligned funders to assist in the execution of GTCF's Asset Strategy.
- Coordinate internal and external meeting and event logistics.
- Facilitate the cultivation, expansion, and stewardship of vital partnerships by serving as the strategic coordinator of internal processes and procedures.
- Provide accurate and timely information to existing fund advisors.
- Manage the internal processes (discovery, documentation, fund routing, DocuSign) of updating and opening new and future funds.
- Manage potential fund and engagement worksheets for cross-team collaboration.
- Manage stewardship calendar, ensuring that all existing and future funds engage in an annual check-in.
- Assist in the execution of our asset strategy, seek clarity as needed.

## ESSENTIAL COMPETENCIES

- **Oral and Written Communication:** Effectively express ideas, thoughts, and concepts verbally and in writing. Use audience-appropriate style, tone, and approach.
- **Technological Proficiency:** Use Office365 software and technology with an eagerness to learn new systems that improve our work and our constituents' engagement with GTCF. Prior experience with SharePoint, Smartsheet and CommunitySuite would be ideal.
- **Research Skills:** Define parameters of tasks; gather and synthesize data; apply reasoning to determine relationships of variables and develop recommendations; test assumptions, observe trends and results, and incorporate revisions or corrections.
- **Events Coordination:** Coordinate details, large and small, to produce engaging, well attended events with meaningful follow-up; understand what will appeal to intended audiences.
- **Networking:** Develop a broad network of contacts to get things done; demonstrate awareness and understanding of informal networks, specifically who does what and how things get done.

## ESSENTIAL ATTRIBUTES

- Passion and dedication to be part of creating a racially equitable, thriving Pierce County.
- Action Oriented self-starter who can take direction and independently follow-through on multi-step activities while building and strengthening long-term relationships with internal and external stakeholders.
- Flexibility to adapt to new information and a willingness to attempt new ways of solving problems as part of a continuous learning organization.
- Persistence to meet or exceed stated goals - or until the goal is no longer reasonably attainable; approaching objections or challenges with a positive attitude to explore alternative solutions to meet needs.
- Attention to Detail, showing concern for all involved at the appropriate level for the task.
- Organization including time/task management, file/office management, and planning.
- Ability to balance the needs and interests of various stakeholders, making decisions involving competing goals, objectives, and priorities.
- Fund Advisor Service Orientation to meet fund advisor needs in a manner that provides satisfaction for the fund advisor using available resources.
- Integrity & Ethics, especially with respect to confidentiality of sensitive information.
- Professional Maturity to maintain a positive outlook and work constructively under pressure.
- Cross-Team Collaboration including a comprehensive awareness of the impact and implications of decisions and actions on other teams and on GTCF.

## COMPENSATION

GTCF offers sustainable compensation packages that are competitive with similar philanthropic sector positions requiring comparative talent, experience, and skills so that GTCF retains a thriving, productive staff team capable of advancing our strategic framework.

The salary range for this position is \$60,000 to \$75,000 annually.

GTCF has a 36-hour work week with standard business hours Monday through Thursday and Fridays closing at 12 pm. This role is expected to be in-office Monday – Thursday, with a remote work option on Fridays.

Other benefits include 3 weeks' vacation in the first year, 16 fixed holidays including the full week of Thanksgiving, 2 floating holidays, 2 personal days, 8 sick leave, health, vision, and dental insurance, short- and long-term disability insurance, 401(K) retirement plan, life insurance, free parking, free gym access and a monthly home technology stipend.

## **EQUAL OPPORTUNITY**

GTCF is an equal opportunity employer. As such, GTCF is committed to treating all employees and applicants equally without regard to race, color, creed, religion, sex, sexual orientation, gender identify or expression, age, national origin, citizenship, veteran or marital status, disability, and all other bases protected by state and federal law.

GTCF values diversity among its staff and is committed to ensuring equal employment opportunity in all aspects of the employment relationship.

**Please send a letter of interest and resume to [hr@gtcf.org](mailto:hr@gtcf.org). Resumes will be accepted until the end of day Wednesday, July 26, 2023.**