



The Greater Tacoma Community Foundation Job Description

Job Title: Director of Programs	Date Prepared: March 2018
Incumbent Name	Department: Grants & Initiatives
Position Reports to (Title): Vice President, Grants and Initiatives	FLSA Status: Exempt
Roles that Reports to this position: Program Officer/Program Associate	

About Greater Tacoma Community Foundation:

Created in 1981 by a group of nine caring and compassionate community members. Greater Tacoma Community Foundation (GTCF) has grown from one gift of \$10,000 to a robust organization supporting thousands of nonprofits partners in the South Puget Sound. In 35 years of operation, GTCF has provided more than \$100 million in grants to the Pierce County community due in part to the generosity of donors. GTCF has helped hundreds of social entrepreneurs and nonprofit leaders reshape Pierce County through arts and culture, basic needs services, education, after-school programs for youth, environmental initiatives, empowerment opportunities for women and girls, and much more.

GTCF's focus is making a measurable impact on key community issues through collaborative efforts.

Our Team:

We are a relatively small but mighty team of professionals who are committed to delivering the highest quality philanthropic services for our donors and nonprofit partners. Our values guide our decision-making and our strategies ensure we are intentional in maximizing our efforts to serve people with diverse ideas, cultures and backgrounds in meaningful ways. If you look at community like a potluck, we are the kitchen table that brings everyone together and supports all the dishes.

We value people with open hearts and open minds who can create a warm, inviting and transformational experience for everyone. We envision our work creating a thriving Pierce County community.

Mission:

Fostering generosity by connecting people who care with causes that matter, forever enriching our community.

Vision:

Greater Tacoma Community Foundation (GTCF) visualizes Pierce County as a vibrant, compassionate, and beautiful community where people collaborate to provide personal, organizational, and environmental prosperity. GTCF will be a leader in the realization of this vision by providing expertise, innovation, and inspiration for community members to connect personal and family values with powerful long-term community impact through philanthropy.

Values:

Innovation, Collaboration, Integrity and Community

Job Purpose:

The Greater Tacoma Community Foundation's programs strengthen organizations and efforts that create positive change in our community. Our investments come in the form of grant funds, technical assistance and training, and connections to other organizations and funders. To lead this important work, GTCF is hiring a Director of Programs who is a strategic leader and manager in designing and delivering programs that best align resources with community impact. The Director manages program plans and budget, community investment portfolio, relationships with community leaders and organizations. S/he works to foster greater alignment and partnership with the GTCF's extensive network of donors and partners from across the philanthropic, nonprofit, for-profit and public sectors.

Key Job Functions:	% of Time Spent on Function on an Annualized Basis
1. Program strategy development & implementation	40%
2. Program management	30%
3. Stakeholder & community engagement	30%

Primary Roles & Responsibilities:

Program Strategy Development and Implementation:

- With the Vice President of Grants and Initiatives, gather and analyze stakeholder input and opportunities for high impact philanthropy in which grantmaking is leveraged by convenings, partnerships, research, and/or advocacy
- Advise GTCF executive team members on new partnerships and engagement in larger community change efforts

- Draft and refine documentation for program design decisions, clearly reflecting both the qualitative and quantitative components of program design

Program Management:

- Supervise a Program Associate and, as needed, manage community volunteers
- Develop effective and efficient processes to solicit and review grant applications
- Develop, implement and monitor progress on detailed work plans aligned with strategic goals
- Identify and manage external technical consultants as required to support program staff and program work
- Ensure all compliance and reporting requirements of grant recipients are met
- Prepare policy and grant recommendation reports to be approved by the Board of Directors
- Assist the Vice President, Grants and Initiatives and/or other program team members with other initiatives, or special projects

Stakeholder and Community Engagement:

- Represent GTCF and its strategic priorities in networks, communities of practice, coalitions, or task forces as appropriate
- Clearly and effectively communicate strategies and priorities to nonprofits, philanthropic organizations, volunteers, donors, and community leaders as appropriate
- Work with GTCF communications and philanthropy teams to elevate and tell the stories of partner organizations and the communities in which they work
- Identify themes and trends across our grant portfolio and in the nonprofit sector to inform and refine program strategy and potential opportunities
- Connect nonprofit organizations to learning opportunities and promote collaboration
- Build and maintain strong relationships with public and private funders and promote shared learning and alignment of resources
- Keep up to date with nonprofit resources and make referrals as appropriate

Skills, Experience and Qualifications:

- Bachelor's Degree required, graduate degree preferred
- Seven-ten years' experience in philanthropy, program or nonprofit management
- Demonstrated ability to take initiative and manage projects, improve processes and procedures work well with minimum direction.
- Strong written and oral communication skills; strong facilitation and presentation skills
- Experience working with diverse stakeholders and managing volunteers
- Ability to motivate others and work as a team
- Adaptive and comfortable working on complex social issues
- Active and authentic listener
- Demonstrated commitment and experience working in engaged role with the community

Cultural Requirements

Each employee of the Greater Tacoma Community Foundation is an essential part of the whole. We are in the business of helping people and our community and how we interact with each other and build our internal community matters greatly. Each role also supports our overall mission to provide philanthropic expertise, innovation, and inspiration within Pierce County.

As such, each employee of GTCF is expected to:

- 1) Work with integrity and respect toward:
 - a. One another
 - b. Our donors, volunteers, and the diverse communities with whom we interact
- 2) Offer a superior level of customer service
- 3) Provide a welcoming environment
- 4) Communicate and collaborate across the organization
- 5) Give, and should expect to receive, clear expectations
- 6) Work with an eye toward innovation and intellectual contribution
- 7) Take personal responsibility for the accuracy and completeness of his/her own work
- 8) Offer and request assistance to and from fellow employees in reviewing work for accuracy

Supplemental Questions

In lieu of a cover letter, please provide, in no more than one-page total, brief written answers to the following questions:

1. What experience gave you the skills, attitude, and enthusiasm that you would bring to this position?
2. What experience do you have planning, organizing, and supporting efforts to engage community-based organizations and the general public around specific issues, projects, or strategies?
3. Share an example of your work where when you engaged and facilitated collaborative work teams with diverse individuals and organizations and your approach during moments of public discord and dispute.

Application Process

- Answers to the supplemental questions above. ***Applications received without responses to these questions will not be considered.***
- Current resume.
- Materials are to be submitted via email - hr@gtcf.org
- Position will remain open until filled.
- References will be requested from final candidates.

GTCF is an equal opportunity employer and is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.