



The Greater Tacoma Community Foundation Job Description

Job Title: Whole Child Partnership Manager	Date Prepared: January 2019
FLSA Status: Exempt	Department: Grants & Initiatives
Roles that Reports to this position: None	

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

This is a grant funded position that will support the Tacoma Whole Child work and will remain available subject to renewed funding.

The Opportunity

For the next two and a half years, Greater Tacoma Community Foundation (GTCF) continue co-leading the implementation of the Whole Child Partnership, in partnership with Tacoma Public School and many Expanded Learning Opportunity (ELO) providers. This pilot project focuses on five key social and emotional learning competencies: Self-awareness; self-management, social awareness, relationship skills, and responsible decision making. The goal is for Tacoma students to experience connected SEL environments throughout the day, to support the whole child.

Position Summary

The Whole Child Partnership Manager is responsible for leading the ongoing implementation of the Whole Child Partnership in Tacoma. This position will support cross-sector collaborations for implementing social emotional learning (SEL) and Expanded Learning Opportunities in elementary schools.

The Partnership Manager will convene partners to ensure ongoing coordination, monitor internal and external grant timelines and deliverables, implement continuous learning cycles, and identify adaptive processes as needed to promote success. The Partnership Manger will monitor the program budget, grants portfolio, grantee relationships, grant progress and expenditures, and reporting. This position will also provide project management and administrative and technical support to assigned projects.

Key Job Functions:	% of Time Spent on Function on an Annualized Basis
1. Partnership Management	35%
2. Project Management	35%
3. Knowledge Management	30%

Partnership Management

- Managing Whole Child Partnership implementation grants, convening partners to ensure ongoing coordination, monitoring grant timeliness and deliverables, establishing continuous learning cycles, and adapting processes as needed to promote success.
- Cultivating and maintaining contact with youth-serving organizations throughout Tacoma, stay informed of community issues and events, and ensure GTCF presence as appropriate.
- Communicating with existing Whole Child Partnership stakeholders and help build new relationships, including with community providers, public and private funders, and local policymakers.
- Providing technical assistance as appropriate to build capacity and support partner and grantee success, including strategies and supports for work teams.
- Collaborating and managing relationships with team members, project partners and key stakeholders.
- Supporting the work team leads in creating agendas and materials for meetings.
- Planning, facilitating, and/or participating in project meetings
- Educating board members, staff, and other stakeholders regarding challenges and opportunities for advancing youth, social-emotional learning and expanded-learning opportunities in a compelling way.
- Attending and participating in project meetings and preparing meeting minutes and action steps.
- Following up on key action steps and deadlines, to ensure timely completion.
- Coordinating logistical support for meetings and workshops.
- Reporting and escalating issues as needed.
- Completing additional administrative tasks as needed.

Project Management

- Developing and monitoring a comprehensive and detailed project plan to track progress, using reporting templates, communications structures, etc.
- Managing multiple project timelines and calendars using SmartSheet, or similar tools.
- Using appropriate verification techniques, including feedback across all project partners, to manage changes in the project scope, schedule, and costs.
- Working with work team leads to prepare and maintain meeting and deliverable schedules.

Knowledge Management

- Tracking and assisting in the preparation and updating of project documents, including briefing materials, presentations and reports.
- Working with team leads and partners to Create and maintain comprehensive project documentation.
- Coordinating assigned activities and gathering information from project partners.
- Distributing project documents within and across work teams, tracking and compiling feedback, and finalizing documents.
- Understanding deliverables of each work team, and the interdependencies of those deliverables.

Skills, Experience and Qualifications:

- Bachelor's degree in education, social work, recreation or equivalent.
- Four or more years of systems development program management experience.
- Strong project management skills, including the ability to set priorities and track multiple timelines. Ability to develop and manage project plans for each project, manage self and stakeholders to deadlines and deliverables, and support achievement of project goals.
- Knowledge of and successful experience in cultivating partnerships that include joint funding and joint accountabilities.
- Excellent interpersonal skills and ability to work collaboratively with all levels of staff at multiple school districts, nonprofit organizations, government agencies, and other community stakeholders.
- Strong organizational skills and initiative to effectively understand and manage needs of multiple organizations and competing priorities.
- Strong planning and facilitation skills to effectively move groups from ideas to actions.
- Knowledge of equity and social justice principles and practices, and understanding of the effects of place-, race- and policy & systems-based inequities on marginalized communities.
- Adaptability and capacity to solve problems both efficiently and collaboratively and both creatively and strategically.
- Exceptional communication skills, written and oral.
- Maintaining confidentiality and communicating with tact and diplomacy.
- Working effectively under pressure, meeting deadlines, and adjusting to changing priorities.
- Multi-tasking competing priorities and communicating with team members on status updates.
- Collecting, preparing and analyzing information and comprehensive reports.
- Proficiency in computer applications, including SharePoint, MS Word, Excel, PowerPoint and SmartSheet.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.
- Subject to standing, walking, bending, reaching, stooping, and lifting of objects up to 25 pounds.

Special Requirements

- Possess a valid driver's license
- Access to reliable transportation for travel within Pierce County

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

Application Process

- A cover letter describing why this role is aligned to your background, skills, and interest.
- Current resume.
- Materials are to be submitted via email - hr@gctcf.org
- Interviews with qualified candidates will be scheduled on a rolling basis.
- 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.
