Manager, Advancement and Philanthropic Innovation

JOB DESCRIPTION

September 2021

Location: Crescent City or Bayside, CA
Reports to: Director, Advancement and Philanthropic Innovation
Department: Advancement & Philanthropic Innovation
Time Commitment: Full time M-F, may include weekend or after hours work as needed
Status: Regular Non-Exempt
Market Wage: $26.50
Hiring Wage: $21.00-24.00/hr depending on experience, plus health benefits, retirement benefits, paid holidays and sick time

About Humboldt Area Foundation

Humboldt Area Foundation (HAF) serves the residents of the California counties of Humboldt, Trinity, Del Norte, as well as Curry, Oregon and adjacent Tribal Lands by promoting and encouraging generosity, leadership, and inclusion to strengthen our communities. Through the generosity of local and national philanthropic donors, HAF has awarded more than $95 million in grants and scholarships since 1972. HAF—along its family of organizations including the Wild Rivers Community Foundation, Humboldt Health Foundation, Native Cultures Fund, and others—focuses its grantmaking and program efforts on strengthening community capacity and transforming our communities’ ability to solve problems and address the root causes of those problems. In early 2021, the foundation adopted four goals focused on vital issues for its next decade of action and support: Racial Equity, a Just Economy, Thriving Families and Youth, and Healthy Ecosystems and Environments. As part of this new focus, the organization is making significant organizational shifts to support this dynamic and growing region in the Pacific Western United States.

Job Description Summary

This Manager, Advancement and Philanthropic Innovation is responsible for supporting the Advancement & Philanthropic Innovation team with project management, grant management, fundraising, and
administration support. The position calls for a highly organized individual with excellent project management, communications and organizational skills. The role requires self-direction combined with flexibility and a capacity to give and receive feedback graciously. Attention to detail is important for this position. A successful person in this role has good interpersonal skills, a respectful attitude for the work of the foundation and our grantees, and a demonstrated ability to work effectively as part of a team. The Manager, Advancement and Philanthropic Innovation will perform the below job duties related to grants and contract management, fundraising, learning and evaluation, and administration.

Job Duties

- Manage all incoming and potential grant tracking and paperwork. Keep spreadsheet, files and CRM organized and up to date. Share information with API staff and project leads as appropriate. Coordinate with Finance and Administration department on information and account balances, and track spending and overhead allotments as per budget.
- Manage grant reporting coordination and accountability. Work with project leads and API staff to understand and meet deadlines. Keep spreadsheet, files and CRM organized and up to date. Understand and share information on reporting forms and platforms, and provide support in report writing as necessary. Submit reports and correspond with funders as necessary.
- Manage new and potential funders’ research. Find potential new funders through web searches, databases, newsletters and report reviews. Conduct research on funders to determine HAF/WRCF fit and work with Director API on potential strategy and next steps. Keep spreadsheet, files and CRM organized and up to date.
- Support grant proposal development through research, coordination of information and team members, document creation and preparation, scheduling, logistics, grant writing, and submitting proposals.
- Support learning and impact evaluation efforts related to fundraising and submitting grant reports through data collection and analysis of grantmaking, programmatic, and regional information.
- Manage membership of philanthropic networks, including understanding and sharing offerings, reading and disseminating information, and participation in network webinars and meetings as necessary; support research to share philanthropic best practices and learnings in advancement, and program design and implementation.
- Support tracking of conversations, meetings and next steps related to funder and philanthropic networks through management of updates to CRM and spreadsheets, filing, and sharing information to all staff and board through daily briefs and board memos.
- Support Director API with creation and editing of outreach documents, summary documents, and presentations related to fundraising.
- Support Director API with scheduling, filing, notetaking, attending meetings, and administrative tasks as needed.
- Participate as an active member of the API team, and support collaboration and communication exchange between all teams at HAF/WRCF; participate in staff meetings and trainings, and team projects as assigned.

Minimum Qualifications

- Minimum 3 years progressively responsible work experience in project management which has provided the individual with the knowledge, skills, and abilities listed below:
Knowledge, Skills and Abilities

• Creating and implementing project management processes, protocols, methods and tools
• Managing grants and contracts, including tracking information, filing paperwork, sharing information, and overall supporting accountability to funders
• Superior organizational skills, with attention to detail and exceptional professionalism.
• Ability to handle multiple projects simultaneously, knowing how to prioritize and adjust timetables based on demand and other circumstances; highly adaptable and flexible to rapid change
• Ability to absorb high volume of information from a variety of sources and to synthesize the key elements
• High energy and a passionate commitment to the goals of the Humboldt Area Foundation mission, its program areas, and the ability/willingness to adapt as those goals evolve;
• Collegial, team-oriented, willing to pitch in as needed and support challenges at all times with a high level of flexibility
• Strong interpersonal skills to manage a broad range of relationships with care, to read situations well, and to treat others with respect and humility
• Comfortable in an environment that is flexible and with circumstances that will require a high tolerance for ambiguity
• Possessing superb judgment, impeccable integrity and the maturity to handle sensitive information with care and confidentiality
• Strong verbal and written communication skills
• High proficiency in Microsoft Office Suite (Word, Outlook, Excel, PowerPoint) and Google docs
• Experience with and comfort using office equipment such as computers, phones, printers, etc.
• Ability to work the hours required for this position, and is both punctual and reliable
• Ability to communicate effectively with a diverse population, is able to establish and maintain working relationships with individuals from diverse backgrounds, and has demonstrated sensitivity to cross-cultural perspectives and experiences
• Ability to work independently as well as part of a team
• Takes initiative in problem solving
• Demonstrated ability to receive and incorporate feedback and direction effectively
• Willingness to follow existing policies and procedures while also demonstrating the ability to be flexible, learn, adapt to, and track new systems and procedures
• Experience operating and troubleshooting audio/visual equipment such as projectors, conference phones, and web-based video conferencing systems

Preferred Qualifications

• Over 3 years working in project management or similar field of work
• Experience with grant writing
• Experience with project management software
• Experience with constituent relationship management databases
• Experience working for a community foundation or a nonprofit agency
• Proven competence in working with Native American, Latino, and/or Hmong communities
● Experience with discussing and addressing issues of diversity, equity and inclusion
● Possess a valid California driver’s license and ability to be insured under HAF’s auto insurance

Physical & Mental Requirements of Job
Work is primarily performed in office settings. Hand-eye coordination and fine motor skills are necessary to operate computers and various types of office machinery. All of the job functions listed above involve, to a greater or lesser degree, the following physical demands: close vision, clear speech and lifting of up to 10 pounds.

*Humboldt Area Foundation is an equal opportunity employer and makes employment decisions on the basis of merit and without regard to race, religion, creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws or ordinances. Applications submitted for this position do not constitute a promise of employment.

*Humboldt Area Foundation (HAF) and our affiliates are committed to diversity throughout our programs, environment, and workforce. It is our mission to “promote and encourage generosity, leadership, and inclusion to strengthen our communities” and our belief that taking active and intentional steps to ensure equal employment opportunity and create a working environment that is welcoming to all will foster diversity and promote excellence in our work. To effectively serve a growing diverse population we endeavor to hire and retain staff who are sensitive to and knowledgeable of the needs of the continually changing communities we serve.

________________________________________  ________________________________
Employee’s Signature                                                                              Supervisor’s Signature

Date:_________________________________________  Date:____________________________________

Updated 9/2021