Now Hiring:
Manager of Advancement and Philanthropic Innovation

Location: Bayside, or Crescent City CA
Reports to: Director, Advancement and Philanthropic Innovation
Team: 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
Application Deadline: This position will remain open until filled, but priority consideration will be given to those who apply by 8am on September 27, 2021

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.

About the Opportunity
If you are enthusiastic about applying your project management skills to support HAF’s mission, our
funders, and our grantees, we need you! In this position, you will be a highly valuable member of the Advancement & Philanthropic Innovation (API) team, supporting fundraising and philanthropic best practices to develop strong and shared relationships with local donors and advisors. Specifically, you will be responsible for project management, grant and contract management, fundraising, learning and evaluation, and some administrative support.

As the team member directly responsible for management of incoming grant funding, you will employ your organizational skills and attention to detail in tracking all timelines and paperwork for current and potential grants. You will be responsible for coordinating grant reporting and accountability, working with project leads and API colleagues to meet deadlines. This includes understanding and sharing information on reporting forms and platforms, providing report-writing support as needed, and submitting reports and corresponding with funders as appropriate. All of these activities involve keeping spreadsheets, files, and systems organized and up to date; sharing information with API staff and project leads; and coordinating with the Finance and Administration department on information and account balances, to track spending and overhead allotments as per budget.

As Manager of Advancement and Philanthropic Innovation, you will collaborate externally and internally to seek new sources of funding. Your ability to be self-directed is helpful as you use web searches, databases, newsletters, and report reviews to gather information on new and potential funders, then dig deeper with research on funders to determine HAF/WRCF fit. Your flexibility and capacity to give and receive feedback graciously dovetail nicely with this position as you partner with the Director API on potential strategy and next steps, and also with your support in grant proposal development through research, coordination of information and team members, document creation and preparation, scheduling, logistics, grant writing, and submitting proposals.

In your work related to fundraising and submitting grant reports, you will have the opportunity to support learning and impact evaluation efforts through data collection and analysis of grantmaking, programmatic, and regional information. Meanwhile, you will have responsibility for managing HAF’s membership in philanthropic networks, translating for internal colleagues the external information and learning gained from network webinars, meetings, and other communications. Similarly, you will support research to share philanthropic best practices and learnings in advancement, and program design and implementation.

Administrative support to the Director of API includes tracking conversations, meetings, and next steps related to funder and philanthropic networks. This involves various means, including updating systems and spreadsheets, filing, and communicating updates to all staff and the board of directors as necessary. You will also support the Director of API to create and edit outreach documents, summary documents, and presentations related to fundraising, as well as with scheduling, filing, notetaking, attending meetings, and other support as needed.

Your communications and interpersonal skills, respectful and enthusiastic attitude for the work of the foundation and our grantees, and a demonstrated ability to actively work effectively as part of the API team will be warmly welcomed. We look forward to having you support collaboration and communication exchange between all teams at HAF/WRCF, and to your participation in staff meetings and trainings, as well as team projects as assigned.

Ideal Candidate
You are a professional who prides yourself on your organizational skills and attention to detail. You enjoy handling multiple projects simultaneously, knowing how to prioritize and adjust timetables based on demand and other circumstances. You are highly adaptable and flexible during times of rapid change. Meanwhile, your ability to understand and follow policies and procedures is the foundation for your talent for creating and implementing processes, protocols, systems, methods, and tools to benefit your
work and that of your team. You have an ability to absorb a high volume of information from a variety of sources and to synthesize the key elements.

The essence of this position is the ability to manage grants and contracts, including tracking information, filing paperwork, sharing information, and supporting overall accountability to funders, while also supporting advancement efforts related to funder research and proposal development.

You are naturally collegial and team-oriented, who has strong interpersonal skills to manage a broad range of relationships with care, to read situations well, and to treat others with respect and humility. Your superb judgment, impeccable integrity, and maturity allow you to handle sensitive information with care and confidentiality. You are someone who enjoys working both independently and as part of a team, and you have a demonstrated ability to effectively receive and incorporate feedback and direction.

Humboldt Area Foundation is seeking to add to the team someone who has a passionate and enthusiastic commitment to the foundation’s goals, mission, and program areas, along with the ability/willingness to adapt as those goals evolve. It is important to be flexible and have a high tolerance for ambiguity, with a willingness to pitch in as needed and take initiative in problem solving.

Your strong verbal and written communication skills are a given, along with high proficiency with the Microsoft Office Suite (Word, Outlook, Excel, PowerPoint, etc.), Google docs, and basic office equipment such as computers, phones, printers, etc. A strong plus is the ability to operate and troubleshoot a variety of technological systems, platforms, and audio/visual equipment.

Essential to HAF’s mission is demonstrated sensitivity to cross-cultural perspectives and experiences, along with the ability to communicate effectively with a diverse population, and to establish and maintain working relationships with individuals from diverse backgrounds.

A truly outstanding candidate will bring some combination of experience with grant writing, project management software, and constituent relationship management (CRM) databases. Experience working for a community foundation or nonprofit organization is preferred. Proven competence in working with Native American, Latino, and/or Hmong communities is highly desirable, along with experience with discussing and addressing issues of diversity, equity and inclusion. A valid California driver’s license and ability to be insured under HAF’s auto insurance is preferred but not required.

**Key Qualifications**

A successful candidate is expected to have a minimum of 3 years progressively responsible work involving project management, with a demonstrated ability to effectively handle multiple projects and a high volume of detailed information simultaneously. Experience working with grants and/or contracts is strongly preferred but we are willing to provide training for the right person.

**Application Procedure**

Please email the following two (2) documents as well as your salary requirements in Word or PDF format to jobs@hafoundation.org:

1. Resume
2. A cover letter

We evaluate applicants based on how well they match the qualifications listed, so please use your cover letter as an opportunity to explain and expand upon your skills and experience in these areas. Please also note, that we do not consider references until the final stages of our hiring process and that they are not required in the information that you submit in your initial application. For more information about Humboldt Area Foundation, visit www.hafoundation.org.
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.