



Job Title:	<b>Director of Research &amp; Community Impact</b>	Reports to:	<b>CEO</b>
Department/Division:	<b>Research/Evaluation</b>	Direct Reports:	<b>None</b>
Status:	<b>Exempt</b>	Date:	<b>March 2018</b>

### **Mission and Values:**

Inland Northwest Community Foundation (INWCF) enriches communities by connecting people who care with causes that matter.

The deeply ingrained values that guide our actions are: Integrity, Service, Collaboration and Inclusiveness.

### **Office Culture Statement:**

- At INWCF, we invest in our staff and create an empowering and innovative work environment.
- We are passionate about serving our communities.
- We trust and treat each other with honesty and respect.
- We support, inspire and encourage each other.
- We are accountable to ourselves and each other.
- We respect our colleagues by being present and having direct and open communication.
- We are intentional in our interactions.
- We have a deep commitment to equity internally and throughout our region.
- We celebrate our successes.

### **History:**

**Our Roots:** In 1974, as Spokane was preparing to host the World's Fair, a group of concerned citizens saw a need for a foundation that could continue revitalizing the communities of the Inland Northwest. That year, the Junior League of Spokane founded the Greater Spokane Community Foundation, a new entity that replaced the original Spokane Foundation, which had been established in 1915 with a single trust.

**Our Reach:** In the 1970s and 1980s, INWCF's understanding of "community" grew, and we began to reach beyond the Spokane area. Recognizing that people with common interests and concerns know best how to meet local needs, INWCF's territory expanded to include 10 counties in Eastern Washington and 10 counties in North Idaho. The name was changed to Foundation Northwest to reflect the expanded region. In 2006, INWCF conducted 500 interviews with community members and developed a comprehensive strategic plan. This launched another period of major growth. Our name was rebranded to Inland Northwest Community Foundation to clearly identify that we are the community foundation and a public entity, not a private foundation.

**Our Growth:** INWCF celebrated its 40<sup>th</sup> anniversary in 2015 with more than \$93 million in assets and nearly 450 funds established by individuals, families, nonprofit agencies and corporations. Today, that has grown to over \$120 million and 500+ funds. The charitable funds at INWCF provide grants to support community development and environment, health and human services, education (including scholarships) and arts and culture.

### **Position Summary:**

Inland Northwest Community Foundation seeks an innovative and analytical community-minded individual who can build a robust research and evaluation program that grounds our civic engagement and overall program work in the needs and perspectives of the communities we serve in the 20-county region of Eastern Washington and North Idaho.

This position will be responsible for data collection, creating reports, program evaluation, grant writing and working with community partners to maximize the impact of INWCF's resources and help INWCF demonstrate the value of its philanthropy throughout the region. Additionally, this position will translate data and research findings into meaningful community outcomes. Working closely with INWCF staff, grantees and community-based partners, the Director of Research & Community Impact will lead all activities related to performance tracking of INWCF's key programs and initiatives, with an eye toward continuous quality improvement. The Director of Research & Community Impact will perform translational research and analysis to shape ideas and inform priorities for new programs, partnerships and advocacy that support vibrant communities in the Inland Northwest.

### **Duties and Responsibilities:**

- Develop and lead INWCF's research program efforts to
  - Analyze and articulate issues and trends within our 20-county region;
  - Identify opportunities for strategic investments and community initiatives within the region;
  - Lead the development of research products, in collaboration with contractors, community partners and grantees.
- Cultivate strong research relationships with community-based organizations and research institutions.
- Work with the community engagement and grantmaking team to integrate research throughout our approaches and ground new efforts in research.
- Impact Measurement – Develop and apply an impact framework and metrics to help us ask the right questions and collect the right data in collaboration with our grantmaking team and community partners.
- Manage efforts to properly code grants data and report on key grant making trends, learnings and impact of our community engagement and grantmaking team.
- Develop an effective way of tracking and sharing research and insights internally and externally to support learning, systems coordination and documentation.
- Provide county and regional demographic data to increase the INWCF's awareness and understanding of diversity, equity and inclusion among its constituents.
- Use research and data to inform and guide the INWCF Board's discussion on INWCF's role in public policy and advocacy activities.
- Work closely with INWCF staff, grantees, and community-based partners to track performance of INWCF's key programs and initiatives, with an eye toward continuous quality improvement.

- Research nationally best practices that will contribute to INWCF's critical thinking when evaluating the diverse aspects of community initiatives. This will enhance INWCF's role as a research hub and venue for funders, community leaders and charitable organizations to dialogue on and address community issues.
- Develop donor reports on specific issues, organizations or topics
- Lead grantwriting and reporting on behalf of INWCF
- Present research and evaluation results to key constituencies
- Serve on various internal teams to ensure the effective and efficient operations of INWCF
- Participate in and provide guidance on the ongoing review and implementation of INWCF's strategic plan

### **Position Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **Education/Experience:**

- Masters degree, with emphasis on research, is preferred
- 5-plus years relevant work experience

### **Skills/Abilities:**

- Experience performing and reporting research and managing information is required.
- Experience with research and evaluation design and methodology, including community-based participatory research methods.
- Keen conceptual, analytical and critical thinker with ability to understand root causes of problems and envision systemic changes; an inquisitive nature.
- Demonstrated ability to interact respectfully and cultivate relationships with people of diverse backgrounds, perspectives, styles and cultures.
- Experience with analyzing public policy and identifying policy opportunities preferred.
- Demonstrated understanding of impact measurement and evaluation and how to adapt approaches to diverse needs. Willingness to be flexible on impact approach, and to adapt conventional evaluation methodologies in service of INWCF's focus on systems analysis and equity and opportunity.
- Outstanding writing, speaking and analysis skills.
- Firsthand experience facilitating, training and coaching others to reflect and learn new processes or information.
- Ability to develop, maintain and utilize databases.
- Familiarity with GIS tools.
- Proficiency with Microsoft Office applications; knowledge of or ability and willingness to learn industry software.
- Existing connections to community-based organizations within INWCF's 20-county service region preferred.
- Experience with descriptive data analysis and presentation of data.
- Ability to switch between strategic and practical thinking, with top-class project management skills.

- Experience with both long-term and strategic research.
- Track-record as an effective communicator with experience informing and persuading others, and facilitating organizational change.
- Goal-oriented and proactive self-starter with ability to work independently, and approach projects with a high degree of adaptability.
- High degree of personal and professional integrity with ability to work with confidential information.
- Ability to attend and participate in activities outside core business hours (early morning, evening, occasional weekends).

#### **Physical Abilities:**

- Primary functions require sufficient physical ability and mobility to:
  - Sit for prolonged periods of time;
  - Walk and climb stairs;
  - Operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard;
  - Utilize verbal and written communication to exchange information;
  - Clearly see 20+ feet, with or without corrective lenses and differentiate between colors;
  - Occasionally stand, stoop, bend, kneel, crouch, reach, and twist;
  - Lift, carry, push, and/or pull up to 20 pounds.

#### **Mental & Other Skills/Abilities:**

- *Analytical Ability:* ability to synthesize complex or diverse information; collect and research data; use intuition and experience to complement data; and design work flows and procedures.
- *Adaptability:* ability to adapt to changes, delays or unexpected events in the work environment; ability to manage competing demands and prioritize tasks; ability to change approach or method to best fit the situation.
- *Interpersonal Skills:* ability to maintain satisfactory relationships with others, excellent customer service skills and a good overall understanding of appropriate human relations.
- *Judgment:* ability to make prudent and timely decisions; ability to exhibit sound and accurate judgment; ability to explain reasoning for decisions.
- *Language Ability:* ability to read, and write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from management, staff, clients, customers, and the general public.
- *Mathematical Ability:* ability to work with mathematical concepts such as probability and statistical inference; ability to apply accounting principles.
- *Problem Solving Ability:* ability to identify and/or prevent problems before they occur; ability to formulate alternative solutions to problems when necessary; ability to transfer learning from past experiences to new experiences of similar nature.
- *Quality Management:* ability to complete duties, on time and with precision; ability to edit the accuracy and thoroughness of one's work as well as the work of others; ability to constructively apply feedback to improve performance, ability to generate ideas to improve and promote quality in work
- *Supervisory Skills:* ability to carry out supervisory responsibilities in accordance with INWCF's policies and applicable laws. Applicable supervisory responsibilities include: interviewing, hiring, training, and coaching employees, planning, assigning and directing work, reviewing

performance, appraising/disciplining employees when necessary and addressing complaints and questions and resolving problems.

- **Dependability:** ability to follow instructions, both in written and verbal format; ability to respond to management direction; ability to complete tasks on time or notify the appropriate person with an alternate plan, when necessary.
- **Reasoning ability:** ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; ability to walk through problems involving multiple variables.
- **Team Work:** ability to balance team and individual responsibilities; give and welcome feedback; contribute to building a positive team spirit; put the success of team above own interests; support everyone's efforts to succeed.

### **Work Environment:**

The employee is exposed to typical office environment conditions and noise levels.

### **Compensation:**

Inland Northwest Community Foundation offers an excellent benefits package and salary that is commensurate with experience.

### **To Apply:**

Interested candidates please provide resume, cover letter, and three references to [kjohnson@inwcf.org](mailto:kjohnson@inwcf.org). No phone calls please.

Application review begins March 30, 2018. Position open until filled.

Inland Northwest Community Foundation is an Equal Opportunity Employer.