



# KITSAP COMMUNITY FOUNDATION

## **Program Associate, Nonprofit Support** *Grant-Funded Position*

### **KITSAP COMMUNITY FOUNDATION**

A catalyst for the greater good, Kitsap Community Foundation is a nationally accredited 501(c)(3) organization that partners with donors and others to invest in our region's nonprofit organizations to foster a more vibrant Kitsap Peninsula for the benefit of all.

### **THE OPPORTUNITY**

KCF is seeking a self-directed, detailed, and technically proficient team member to support philanthropic impact in Kitsap and North Mason counties. You will lead our effort to support nonprofits in promoting planned giving to their donors and volunteers, as well as serve alongside our CEO, Board, and philanthropy team, as we work together to inspire transformational abundance in our region.

### **ESSENTIAL FUNCTIONS**

The Program Associate, Nonprofit Support has three primary areas of responsibility:

- developing relationships with local nonprofit staff, building trust, listening and learning, and serving as philanthropic counsel on strategies to maximize planned gifts from their donors and volunteer
- with the Director of Grants & Special Initiatives and CEO, orchestrate the annual Kitsap Great Give, our annual event that helps local nonprofits raise \$1.5 million per year
- planning Kitsap Center for Nonprofit Excellence professional development trainings which involves overseeing the logistics, scheduling, budgeting, vendor coordination, and execution to ensure successful and smooth events

### **PRIMARY DUTIES & RESPONSIBILITIES**

#### ***Planned Giving Support***

- Reach out to local nonprofits to present the value of planned giving outreach
- Meet 1:1 with nonprofit staff to help them incorporate best practices to promote planned giving to their board, donors, staff, and volunteers
- With the communications team, create plug-and-play materials for nonprofits, especially those that are all-volunteer or don't have communication staff, and craft messaging to ensure broad usability in nonprofit communication channels
- Track activity, opportunities and impact in our donor database (CommunitySuite) while ensuring the accuracy and integrity of data input and output
- Run database reports as needed; Manage mailing lists and databases
- Prepare regular and ad-hoc reports for KCF Board, donors, and nonprofits



## ***Kitsap Great Give & Kitsap Center for Nonprofit Excellence Support***

- Support nonprofits in registration for the Kitsap Great Give and verification process
- Process Kitsap Great Give offline donations, generate acknowledgements and manage disbursements
- With CEO, secure sponsorships for the Kitsap Great Give, our annual event that helps local nonprofits raise \$1.5 million per year
- As needed, secure sponsorships for Kitsap Center for Nonprofit Excellence trainings
- Coordinate in-person, virtual and hybrid events and ensure meaningful follow-up
- Collect impact stories and images

## ***General Support***

- Research external grant opportunities and share monthly with local nonprofits
- Manage Nonprofit Event Calendar to help nonprofits ensure key community event dates don't conflict
- General office duties such as scheduling meetings, filing, printing, copying, emailing, scanning, answering phones, and processing mailings
- Create and maintain electronic and/or paper files that meet legal, audit, and KCF requirements
- Other duties as assigned

## **ESSENTIAL ATTRIBUTES**

- A passion for philanthropy and the nonprofit sector and a desire to be part of creating an equitable, thriving Kitsap and North Mason community
- Integrity & ethics, especially with respect to confidentiality of sensitive information
- Professional maturity to maintain a positive outlook and work constructively under pressure
- Ability to balance the needs and interests of various stakeholders, making decisions involving competing goals, objectives, and priorities
- Action-oriented self-starter who can take direction and independently follow-through on multi-step activities, while strengthening relationships with stakeholders
- Flexibility to adapt to new information and pivot as part of a continuous learning organization
- Persistence to meet or exceed stated goals; approach objections or challenges with a positive attitude, and explore alternative solutions to meet needs

## **PREFERRED SKILLS**

- At least one year of nonprofit or philanthropic experience in similar organization (3-5 preferred). Related experience may be acceptable
- Ability to effectively express ideas, thoughts, and concepts verbally and in writing. Use audience-appropriate style, tone, and approach
- Strong attention to detail and organizational skills including time/task management, file/office management, and planning
- Strong computer skills - use Office365 software and technology with an eagerness to learn new systems that improve our work and our constituents' engagement with KCF. Prior experience with Asana, Canva, and Community Suite would be ideal
- Ability to learn--and master--software and cloud-based programs
- Experience coordinating in-person, virtual and hybrid events

- Ability to coordinate details, large and small, to produce engaging, well attended meetings and events with meaningful follow-up
- Solid presentation skills; comfortable representing the Foundation to groups large and small
- Skilled in managing multiple projects and meeting deadlines
- Ability to work well with people of diverse backgrounds

### **COMPENSATION**

KCF offers sustainable compensation packages that are competitive with similar philanthropic sector positions requiring comparable talent, experience, and skills so that KCF retains a thriving, productive staff team capable of advancing our strategic framework.

The salary range for this position is \$43,000-\$55,000 annually, DOE. Benefits include paid vacation, 13 holidays, sick leave, jury leave, employee development training, health care, retirement plan, and free parking.

### **EQUAL OPPORTUNITY**

KCF is an equal opportunity employer. As such, KCF is committed to treating all employees and applicants equally without regard to race, color, creed, religion, sex, sexual orientation, gender identify or expression, age, national origin, citizenship, veteran or marital status, disability, and all other bases protected by state and federal law. KCF values diversity among its staff and is committed to ensuring equal employment opportunity in all aspects of the employment relationship.

**Please express interest in the position by emailing your cover letter and resume to [info@kitsapfoundation.org](mailto:info@kitsapfoundation.org). Resumes will be reviewed as submitted and accepted until the position is filled.**

Mailing address:       Kitsap Community Foundation  
                                  PO Box 3670  
                                  Silverdale, WA 98383

