



*Our mission is to improve the quality of life on Whidbey Island by providing support for the nonprofit sector, assisting donors to build and preserve enduring assets for charitable purposes, and meeting community needs through financial awards*

## Position Announcement Program Associate Part-Time

### Summary

Are you a people person interested in making a difference for nonprofits serving our community and by supporting early learning initiatives? Whidbey Community Foundation is searching for a part-time Program Associate to join our team.

Until Whidbey Community Foundation was formed in 2016, Whidbey Island was the only area in the Puget Sound region not served by a community foundation. A community foundation acts as an independent, publicly supported philanthropic organization established and operated as a permanent collection of endowed funds for the long-term benefit of a defined geographic area – in this case Whidbey Island. A community foundation also raises money to meet immediate needs, provides leadership on community issues that affect nonprofits by serving as a facilitator, convener or mediator, and providing technical advice to area nonprofits.

The Program Associate will be an independent, well-organized professional who thrives in a dynamic environment of multiple priorities. In concert with the Program Director, a volunteer Executive Director, and active Board of Directors, you will focus on maintaining smooth program operations and contributing to the overall efficiency, quality, and capability of our programs and services. You will be called on to show initiative, persistence, and commitment to supporting the nonprofits on Whidbey Island and the donors who desire to support our community, both in the short-term and in perpetuity.

Additionally, the Program Associate will support the mission and goals of the Partners for Young Children (PYC) Island County Coalition (a fiscally sponsored program of WCF for early learning coalition building in Island County). The broad mission of PYC is to strengthen families and support developing children early in life. In this role, the Program Associate will work in partnership with the PYC Steering Committee of the Island County Coalition to provide vision, direction to, and implementation of projects and advocacy efforts that will support the coalition in strengthening families through early intervention, family support and early learning initiatives.

### Essential Functions

Functions and projects listed below are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## **Foundation support (approximately 12 hours a week)**

- 1) Support the administrative functions of Whidbey Community Foundation. Specific duties include:
  - Communications and Marketing: Respond to requests for information. Prepare a variety of documents including reports, marketing, outreach, presentations, and correspondence. Update and maintain website and social media.
  - Database Management: Update and maintain Nonprofit Directory, donor solicitation, and profiles in the foundation's database—CommunitySuite.
  - Event Coordination: Support the Program Director in coordinating logistics for meetings and for nonprofit training events, including maintaining the calendar of events on the website and regularly communicating event opportunities to Whidbey nonprofits.
  - Support Board and Committees: Attend regular Board meetings; maintain files and record minutes for the Board
  - Administrative Assistance: Maintain filing systems (majority digital), maintain calendar and task systems to assure timely administrative actions.
  - Support fundraising activities, including donor solicitation tracking, and donor relations.

## **PYC coordination (approximately 8 hours a week)**

- 1) PYC Coalition facilitation and relationship building:
  - Build and maintain local relationships with county providers and organizations engaged in family stabilization and support, early intervention, health, and early learning to coordinate advocacy efforts, public policy and services.
  - Convene PYC Coalition meetings with partner organizations 4 times per year along with 4 Steering Committee meetings and sub-committee meetings, as needed.
  - Work with the PYC Steering Committee to set the agenda for these meetings and follow up after meetings with resource sharing and coordination of specific initiatives. Connect partners to regional, state and federal priorities.
- 2) Local initiatives and project management:
  - Serve as the staff lead for projects funded through the PYC Coalition that may involve data collection and analysis, dissemination, report writing, public education projects, advocacy.
  - Facilitate progress (identify, plan, implement) for county initiatives.
  - Support school readiness through Pre-K partnership project; Dinner & Dialogue; Kindergarten Transition Report; shared professional development
  - P-3 advocacy and awareness building, including data gathering, presentation development, and outreach to elected officials and community leaders.
- 3) In concert with WCF's Program Director:
  - Serve as the Island County liaison to the Northwest Early Learning Regional Coalition (NWEL). Advocate for Island County needs as well as engage in regional, state and federal initiatives. Partner with representatives from neighboring counties to advance the mission and goals of NWEL at the regional and at the state level.
  - Attend regular Zoom meetings, and organize periodic summits to raise public education about issues related to the first five years of life.

P.O. Box 1135 Coupeville, Washington 98239

- Serve at the lead Island County representative for the statewide implementation of the Help Me Grow (HMG) developmental screening initiative.
- Assist with fundraising for local and regional Coalition initiatives

### **The ideal candidate and key competencies**

To perform this job successfully, the ideal candidate must be able to perform each essential duty satisfactorily. They must be able to perform well under pressure and respond positively to change, with an ability to hold a neutral perspective in the face of competing priorities. The ideal candidate is also an independent, big-picture thinker and self-starter who has foresight and anticipates needs. They must be a creative problem-solver and proactive decision-maker, and be quickly able to prioritize tasks.

Key competencies include:

- Excellent communication skills
- Shows a dedication to anti-racism
- Strong facilitation skills
- Strong coordination skills
- Extremely organized
- Prompt
- Nimble
- Proficient with various types of technology
- Comfortable and willing to learn new applications

### **Position Details and Application Procedures**

The Program Associate position will start as a part-time position, up to 20 hours per week with the potential of increasing with the availability of funding. Initial hourly rate will be \$20 - 25, based on skills and ability. Hours and pay rate will be reevaluated at a three-month review. Since Whidbey Community Foundation does not at this time have an office, the position will be flexible in schedule and location. The staff member may work out of their home office, as long as it is located on Whidbey Island. Supervision will be provided by the Program Director. This hire must be comfortable taking initiative independently without direct daily supervision. The Program Associate position is guaranteed through December 31, 2022 based on grant dollars available for PYC work, with the potential for a more permanent position.

Applications are requested by December 27, 2020. Include the following information:

- Cover letter
- Resume
- Names, Phone Numbers, and Emails for at least two references

Applications can either be emailed or mailed to:

- [info@whidbeyfoundation.org](mailto:info@whidbeyfoundation.org)
- Whidbey Community Foundation, PO Box 1135, Coupeville WA 98239

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