

## **Director of Community and Philanthropic Relationships**

Foundry10 is a philanthropic education research organization located in the University District neighborhood in Seattle. We work in collaboration with educators, program developers and external partners to conduct research that expands how practitioners, communities, and other researchers think about learning. Foundry10 offers competitive salaries, benefits, and vacation time.

This position is located in Seattle, WA and candidates must reside in Washington for both remote and in-office work. When it is safe to do so, we will require employees to work in the office and be fully vaccinated, unless a medical or religious accommodation is approved.

### **Summary of role:**

The successful Director of Community and Philanthropic Relationships will help to guide and direct our non-traditional approach to philanthropic work. This leader will help us further connect and embed philanthropy in our research and programming while continuing to find ways for foundry10 to be responsive and flexible in our broad array of philanthropic work. The Director will help strengthen our philanthropic effectiveness, grow our organizational philanthropic capabilities, help us create direct value for children, and assist teams and individuals across the organization in the successful integration of philanthropy in their day-to-day work.

### **Essential Functions:**

#### *Internal to the Organization*

- Team coaching and guidance -- helping employees at all levels consider the ways in which philanthropy intersects with their projects/programs.
- Develop and apply knowledge and expertise about schools and organizations related to our primary impact areas, build relationships, and find further opportunities for organizational impact.
- Keep abreast of research and trends on innovative and effective practices related to our impact areas, specifically in education, educational philanthropy, research philanthropy and community organizational support..
- Manage Philanthropy Team and will have two to three direct reports.
- Serve as a resource for organizational members to help them grow, develop, and better meet the needs of the communities in which they are working.
- Develop and provide education and training for all levels at the organization to improve organizational understanding of the ways our philanthropy can make a positive impact on the education space.
- Design and implement systems to help philanthropic work flow more effectively within the organization in partnership with the Philanthropy Coordinator.
- Gather, track, and analyze information about our philanthropic endeavors as an organization to provide insights, strategic direction and help illuminate the impact of our work.
- Support teams in further developing strong, healthy, collaborative partnerships.

- Offers insight and directions into the philanthropic budgeting process.
- Participate in the approval process for philanthropic gifts.
- Work with our communications team to coordinate strategy and find appropriate communications channels for philanthropic work.
- Works closely with the CEO, Philanthropy Coordinator, and other Org Leaders to strategically plan and engage around our philanthropic work.
- Potentially design and implement research work around the organization's philanthropic projects and programs.

#### *External to the Organization*

- Continued refinement in our areas of philanthropic work: Expanded learning/research, continuing education (scholarships, certifications), general learning and well-being (e.g, interventions, STEM), accessibility (broadly defined -- we help people get what they need), and basic health (food and nutrition, injury prevention, health ed).
- Provide partner management support on the Philanthropy Team and be available to provide other support in organizational external meetings.
- Serve as an outside voice for the organization at conferences and other philanthropic events to grow wider understanding of organizational philanthropic efforts.
- Help to cultivate new relationships with schools and districts across our state and potentially in other states.

#### **Experience and Education**

- Bachelor's degree or equivalent and five years of relevant experience in areas related to: Education, Administration, Communications, Youth Development, Community Partnerships, Philanthropy, Social Sciences, Social Work or other similar fields.
- Demonstrated experience in coordinating or managing philanthropic work is strongly preferred.
- Experience with managing or overseeing a team.
- Has experience in a collaborative, team-based office environment.
- Experience in creative problem solving, project management, and self-directed work.
- We work with a diverse population of students and adults and it is imperative that this role have experience successfully collaborating with a wide range of community members.

#### **Skills and Knowledge**

- Experience with challenges students and teachers face within the educational system.
- Familiarity and comfort with database systems (e.g., Monday), Google Suite, and presentation software.
- Self-starter who is comfortable and confident as an independent worker as well as collaborating in a team environment.
- Comfortable with ambiguity and have experience creating solutions while navigating unknowns.

- Thrives in thinking outside the box and stepping outside their comfort zone to learn new things.
- Knowledge of general philanthropic processes, principles and theories, especially tailored to educational spaces.
- Experiencing building and sustaining partnerships and relationships with schools, educators, organizations, and communities.

**Foundry10 offers competitive salary and benefits that include:**

- A 4-day (32 hour) workweek
- A flexible and hybrid work schedule
- Full Medical, Dental, and Vision coverage for employees and 50% coverage for dependents
- \$1500 yearly education stipend
- Flexible vacation time
- 401(k) retirement plan with employer match
- Flexible Spending Account and Dependent Care Reimbursement Account
- Employee Assistance Program at no cost to the employee
- Short Term Disability, Long Term Disability, Life Insurance paid fully by foundry10

**The range salary for this position is \$87,000 to 93,000/year DOE.**

**Submission Instructions**

To be considered for this position, please submit your resume with a cover letter to [jobs@foundry10.org](mailto:jobs@foundry10.org). We are committed to diversity, equity, and inclusion at foundry10, and we welcome you to submit a video cover letter if that format better reflects your voice and strengths. However, since this position will require written communication, we ask that you also include a short writing sample (one page or less) if you choose to submit a video cover letter.

Foundry10 is committed to creating a diverse environment where everyone can bring their full selves to work. Employment decisions are based on merit and business needs. The organization strives to provide a work environment free from discrimination and harassment because of a protected characteristic. Foundry10 does not discriminate against employees or applicants based on race, color, creed, citizenship, status, national origin, ancestry, gender, genetic information, sexual orientation, gender expression or identity, age, religion, pregnancy or pregnancy-related condition, physical or mental disability, marital status, parental status, veteran status, political affiliation, or any other characteristic protected by law.