

Civic Coordinator, Civic Commons

REPORTS TO: Civic Architect

DATE: May 6, 2019

APPLICATIONS DUE: Open until filled

VISIT US ONLINE: www.seattlefoundation.org

Who Are We?

The heart and science of philanthropy

Greater Seattle is changing and growing, and so is Seattle Foundation. "The heart and science of philanthropy" is the intersection of passion and discipline to create lasting change. As the community's foundation, our mission is to ignite powerful and rewarding philanthropy to make Greater Seattle a stronger, more vibrant community for all. We work with more than 1,200 individuals, families, and corporations to strategically invest their philanthropic resources in ways that inspire continued giving. We also partner with philanthropic institutions, government agencies, community organizations and businesses to catalyze positive change in our community across a range of issues.

Our organizational culture is one of engaged teamwork, where we support one another in reaching our collective and individual goals while constantly learning along the way. Our office is located in the downtown core of Seattle, however our reach is much broader than that – we focus on Greater Seattle and the Eastside and also support donor interests across the country and around the globe. We seek individuals to join our 40+ (and growing!) team who are committed to our vision of a stronger, more vibrant community for all; collaboratively finding solutions; continually improving; and going the extra mile in service of our philanthropic partners and the broader community. We're in the midst of an exciting evolution in our work. More information about Seattle Foundation can be found at www.seattlefoundation.org.

What's the Opportunity?

Civic Commons, a critical initiative of Seattle Foundation, was launched to take action on our region's biggest economic and social challenges. By elevating community voices and uniting different sectors around mutually agreed goals, Civic Commons aims to build the infrastructure and collective muscle needed to address the root causes of inequity in King County. The networks of people and approaches that make up Civic Commons will become the foundation of real change in everyone's quality of life.

Civic Commons is hiring a Civic Coordinator to join the team. In this role, you will strengthen the capacity of Civic Commons by providing project management and program coordination, technical and administrative support to ensure Civic Commons can effectively achieve its goals. You will work under the guidance of the Civic Architect

and other colleagues to enhance the capabilities of the Commons by effectively supporting implementation of programs and projects, driving data and knowledge management, assessing and improving internal operations and efficiency, and providing general support. You will also collect and share knowledge of community needs and build relationships with key partners.

Program Management and Operations:

- Help design and implement efficient processes and procedures
- Maintain program progress by tracking schedules, planning and scheduling meetings, conferences, and teleconferences.
- Collaborate with team members to design, implement and support new programs as needed.
- Participate in communication, planning, strategy development and implementation.
- Support team cohesion and coordination by submitting monthly project/program updates to the Civic Architect.
- Oversee the Civic Architect's scheduling, appointments, engagements and calendar.
- Assist with reporting, financial management, invoices, developing contracts, and reimbursements.
- Rejuvenate knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

Knowledge Management:

- Gather knowledge of pertinent trends, issues and opportunities.
- Develop a knowledge platform for internal and external sharing.
- Establish relationships that improve the Commons' knowledge and partnerships.
- Be present and engage in meetings to expand Civic Commons' presence in the community and provide CC with relevant information and potential action.
- Collaborate with Seattle Foundation staff to track legislation and advocacy opportunities, understand the Foundation's programmatic priorities, and support shared initiatives.
- Conduct ongoing reports and research efforts to identify learning examples; grant opportunities, resource partners, and emerging, non-traditional community leaders.
- Craft content that will be featured in the Civic Commons' communications (blogs, etc.)

Communications:

- Serve as initial point of contact for general inquiries.
- Support the production, maintenance, and sharing of public materials.
- Provide online resource management, including a potential program landing page, group calendar, and potential social sharing platform for community participants and partners.
- Capture and amplify the stories that elevate the vision of Civic Commons.

What Are We Looking For?

Preference will be given to candidates with knowledge and demonstrated experience in:

- Bachelor's degree in public affairs/administration, social work, community development or related field, or equivalent experience
- At least 5 additional years of experience in community engagement at a nonprofit agency, community-based organization or local government

- 3 years of project management experience leading or implementing programs that address community needs
- Goal-oriented dedicated self-starter that can work independently and navigate ambiguity
- Critical thinker who is able to understand the root causes of problems and envision systemic changes to advance racial and economic equity
- Demonstrated ability to interact and cultivate relationships with people of diverse backgrounds, perspectives, styles and cultures

We are also looking for:

- Track-record as an effective communicator with experience informing and persuading others, and facilitating organizational change
- Experience in managing program budgets of \$100,000 or more
- High degree of personal and professional integrity with the ability to work with confidential information
- Ability to attend and participate in activities outside core business hours (early morning, evening, occasional weekends)

What Can You Expect?

A collegial work environment; a competitive salary and excellent benefits, including health insurances (medical, dental, vision and long-term disability); a generous retirement plan match; and vacation/sick leave.

What are the Physical Demands and Working Conditions?

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

This position works in an office, and the noise level in the work environment is usually low to moderate. While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, i.e. copier toner.

How Do I Apply?

As an equal opportunity employer, Seattle Foundation is committed to a diverse, multi-cultural work environment. Seattle Foundation does not discriminate in employment on the basis of age, race, creed, gender,



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religion, marital status, veteran's status, national origin, disability, or sexual orientation. People of color, people with disabilities, and people of diverse sexual orientations are encouraged to apply.

Please send cover letter and resume to: hr@seattlefoundation.org. The position is open until filled.