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**POSITION:** Associate Director of Foundation and Community Philanthropy

**REPORTS TO:** Director of Corporate Philanthropy

**HOURS:** Monday-Friday; 40 hours

**LOCATION:** Hybrid/Remote-office Tacoma

**JOB TYPE:** Full time

**PAY & BENEFITS:** $100,000 annually (non-negotiable); TPF offers generous paid sick, vacation, and holiday leave. Comprehensive benefit package including medical, dental, vision and retirement savings.

**TO APPLY:** Email resume and cover letter to [keysha-rae@tacomaparksfoundation.org](mailto:keysha-rae@tacomaparksfoundation.org). Your cover letter should state your interest in this role, the Tacoma Parks Foundation, and how you can help advance the strategic priorities of TPF. Resume review begins February 1, 2025.

**Job Description**

In concert with MPT, our vision is that people feel welcomed and invested in our parks, programs, and public spaces – leading to a more healthy, sustainable, and equitable community.

The Tacoma Parks Foundation (TPF) Associate Director of Foundation and Community Philanthropy must be a highly competent, hands-on fundraising expert with the ability to apply proven and effective organizational and communication tactics to manage, engage, and enliven a portfolio of foundations, individual donors, and community partners. The Associate Director is expected to be a role model who champions the culture of TPF and MPT in every aspect of operation. The Associate Director is expected to work independently and balance competing demands in collaboration with the Executive Director and TPF/MPT staff.

Plan, direct, and lead TPF’s individual and community philanthropic goals to achieve stated/agreed upon targets and standards for performance, quality, and culture. This will include local and national foundation giving as well.

**Duties and Responsibilities**

***Fundraising and Relationship Building***

* Lead all aspects of foundation funding including prospect research, written applications, and final reports by required due dates in support of Metro Parks Tacoma (“MPT”) and TPF initiatives. Collaborate cross-functionally with TPF and MPT internal teams to negotiate agreements that deliver value to both the corporation and the parks and recreation department.
* Collaborate to develop and oversee annual individual and major gift giving programs in partnership with the Director of Corporate Philanthropy.
* Identify relationships with foundations, aligning their philanthropic goals with the mission and needs of public parks, facilities, and recreational programs. Keep the team apprised of leads/projects.
* Partner with and support MPT and TPF Team in the development of grant applications.
* Communicate effectively with individual and foundation donors
* Utilize donor database and/or develop/maintain an annual grants calendar/schedule
* Stay updated on industry trends and best practices in foundation and community philanthropy.
* Lead and collaborate with TPF staff on the management of and planning for fundraising events, including donor receptions.
* Various ad hoc projects.
* Reports to the Director of Corporate Philanthropy

***Mission Integration***

* Practices and demonstrates the values of the TPF Leader.
* Continuously demonstrates the character, experience, humility, wisdom, cooperative spirit and discernment necessary to create trust, deliver results, and influence a positive work culture.
* Establish and maintain effective working relationships with those contacted in the course of work.
* Exceptional communication skills (interpersonal, oral, and written).
* Proven track record of successful fund development and grant writing skills.
* Proficiency in Microsoft Office programs (Outlook, Excel, Word, PowerPoint).
* Desire and commitment to work in partnership with a small, collaborative team in a fast-paced environment.
* Strong organizational skills, including the ability to multi-task and prioritize competing demands.
* Passion, ability, desire and readiness to work with diverse populations.
* Ability to work independently, able to prioritize and re-prioritize work, problem solve, ask for help when needed, and to follow through on tasks.
* Ability to handle multiple interruptions and shifting priorities.
* Ability to adapt to a constantly changing environment and manage through change with a high degree of emotional maturity and humility.
* Provide exceptional customer service skills while maintaining confidentiality and spirit of cooperation.

**Qualifications**

* Bachelor’s degree required or equivalent work experience.
* 3+ years of experience in fundraising, sales, events, grant writing, and leadership
* A valid Washington State driver’s license or ID.
* Knowledge of software including Microsoft systems and Bloomerang, and/or other CRM experience.
* Ability to travel as needed for meetings and events.
* Authorization to work in the US required.
* Ability to occasionally lift and/or move up to 40 lbs. – accommodations can be made.
* Demonstrated experience working constituents through the donor pipeline to support an organization.
* Demonstrated ability to identify opportunities for growth in relationships.
* Ability to organize time effectively and manage many tasks simultaneously.
* Initiative and independence, combined with the ability to work well as part of a team.
* Strong interpersonal skills and ability to interact professionally with a variety of constituencies.
* Excellent verbal and written skills, creativity, independent judgment, attention to detail, accuracy, strong editing skills, and follow-through.
* Familiar with Community Centric Fundraising practices.