



## **Director, Programs & Strategic Partnerships**

\$105,000–\$115,000 FTE

FLSA Classification: Exempt, full-time (40 hours week)

Reports to Executive Director

Remote eligible, Bay-area based, with regular in-person meetings in Marin and West Marin

*Effective October/November 2023 · Open Until Filled*

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West Marin Fund is a community foundation that inspires giving and mobilizes resources to enhance the long-term wellbeing and quality of life for all in coastal West Marin, California. The Fund provides grants and training for local nonprofits and convenes key stakeholders to help identify and fund equitable solutions to challenges facing people who live, work and visit in West Marin.

### **Position Summary**

The Director, Programs and Strategic Partnerships plays an integral role in advancing the work of West Marin Fund by delivering grants and programs that address the interests, needs, challenges and emerging issues of West Marin, its communities, and nonprofits and by fostering relationships with organizations and collaboratives working in support of West Marin's diverse populations and priorities. The Director's work priorities will align with West Marin Fund's 10-year vision and strategic direction and 3-year goals and outcomes.

Working closely with the Executive Director, the Director, Programs and Strategic Partnerships, will provide leadership to:

- Meet annual grantmaking goals;
- Plan and help implement relevant community-based programs that bring measurable change;
- Establish viable methods of monitoring, evaluation and reporting;
- Foster collaborative approaches with multi-sectoral partners that result in regional strategies and solutions for complex issues;
- Introduce ways to significantly increase funding and leverage new sources to benefit nonprofits, as well as emerging creative initiatives and region-wide collaboratives in West Marin.

The Director, Programs and Strategic Partnerships, will bring to their work a deep commitment and understanding of social justice and the values of diversity, equity and inclusion. They will have passion and experience working with community-based nonprofits, partnerships and collaboratives. They will bring an open mind, with exceptional listening and comprehension, inclusivity and relationship building skills. The Director will be experienced in identifying and analyzing community challenges, developing strategies to address them, and promoting solutions through advocacy and compelling presentation.

The position will supervise relevant program staff and consultants.

## Key Areas of Responsibilities

Program planning and implementation; advancing nonprofit organizational effectiveness through grantmaking and trainings; coordinating community and collaborative grants; promoting equity and justice initiatives; evaluating program impact; issues research and analysis; community and donor engagement.

## Responsibilities Include

- With Executive Director, develop annual program goals, strategies, and outcomes, with accompanying budget for Board approval.
- Engage in conversation with non-profits and community leaders to understand their needs, priorities and analysis. Ensure feedback loops to build trust and identify trends.
- Administer grantmaking processes for field of interest funds.
- Strengthen collaborative efforts, through grantmaking, technical assistance, research, setting goals, and evaluation.
- Implement and foster organizational effectiveness for West Marin nonprofits, including skills building workshops and annual nonprofit survey.
- Include a DEI and racial justice perspective, as well as an environmental health perspective in all program development and implementation.
- Implement and lead the evaluation and impact assessment of key programs and initiatives, and share results.
- Advance outreach efforts to connect people in the broader community to the organization's mission and programs across relevant platforms.
- Engage diverse members of the community as contributors, volunteers (with stipends as needed), and nonprofit representatives to enrich and advance the success and impact of the Fund's programs.
- Research challenging issues and issues of programmatic importance to West Marin. Provide analysis, recommendations and strategies for mobilizing resources and catalyzing solutions.
- Work together with the Executive Director, Board Chair(s) and Development Chair to foster donor engagement.
- Establish and maintain up to date protocols for all areas of responsibility.
- Additional responsibilities as necessary and agreed upon.

## Qualifications

### EDUCATION

- Bachelor's or Master's degree

### EXPERIENCE

- Minimum seven years of relevant experience in the philanthropic sector, particularly with public foundations

- Track record of grassroots grantmaking with measurable success
- Adept at building effective key partnerships and collaborative relationships with policy-makers and funders, including at a County or Region-wide wide level,
- Strategic thinker with solid experience and skills in research, planning, assessment, implementation, monitoring and evaluation;
- Ability to apply critical thinking and problem-solving skills to address complex problems. Able to integrate insights and data from diverse sources.
- Exceptional written, verbal and interpersonal communication skills. High emotional maturity. Preferably bilingual in English and Spanish.
- Culturally competent in working with individuals and groups of diverse racial and socio-economic backgrounds.
- Technologically savvy with proficiency in Office 365 (Excel, Word, Outlook), databases, presentation software, shared project management tools, and remote meeting management.
- Preferred: Proficient with grant writing and with oversight of grant fulfillment and reporting.
- Employees must reside or plan to reside in California.

## **Work Environment/Physical Requirements**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and scanners. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to hold and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 25 pounds.

Requesting Accommodations: West Marin Fund is committed to the full inclusion of all qualified individuals. As part of this commitment, The Fund will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact [jobs@westmarinfund.org](mailto:jobs@westmarinfund.org)

## **To Apply**

Submit your resume along with a cover letter summarizing your interest and qualifications to [jobs@westmarinfund.org](mailto:jobs@westmarinfund.org) with the subject line 'Director, Programs & Strategic Partnerships Application'.

**For more information about our work, please visit [westmarinfund.org](http://westmarinfund.org)**

*No phone calls, no walk-ins, no recruiters.*

*West Marin Fund is an equal opportunity employer committed to diversity, equity and inclusion.*