



Director of Operations and Outreach

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 of Operations and Outreach works closely with the Executive Director and plays an important role in furthering West Marin Fund's mission through implementation of strategic plans, effective direction of operations, and impact evaluation. The Director furthers outreach to engage donors, nonprofit organizations, community members and the media in support of West Marin Fund. The Director of Operations and Outreach is an experienced and strategic thought partner who can work collaboratively in a small team. The Director reports to the Executive Director.

RESPONSIBILITIES

Operations (50%)

- Provide direction, management and enhancement of ongoing administrative operations including governing laws, agency policies, human resources, technology, and risk management.
- Ensure that day-to-day operations are in alignment with organizational goals, and applicable federal, state, and local laws and regulations.
- Ensure integrated planning and implementation processes of organizational activities, including grant cycles, program activities, donor and community events, and multi-stakeholder collaborations.
- Contribute to, and where appropriate coordinate, the Executive Committee and Executive Director's efforts to define and develop the organization's strategic goals, policy positions, and key initiatives.
- Work closely with the Executive Director and Finance Committee to safeguard the agency assets by ensuring operating controls are in place; review and update operating techniques for cost effectiveness and develop ways to improve efficiency.
- Provide regular high quality Board and Committee communications, including meeting agendas, reports, proposals, financials, minutes.
- Implement evaluation methods and procedures to measure effectiveness of organization's initiatives and programs.
- Manage, coach and train the Administrative Associate.
- Maintain constructive working relationships within the organization, among donors and advisors, and with West Marin nonprofits.

Community Outreach (50%)

- In alignment with the organization's strategic plan and in consultation with the Fundraising Committee, develop strategies, annual goals, budgets and priorities for the organization's community outreach work.
- Engage diverse members of the community as donors, contributors, volunteers (with stipends as needed), and nonprofit representatives to enrich and advance the success and impact of the Fund.
- Listen to and engage in conversation with non-profits and community leaders to understand their needs, priorities and analysis and improve feedback loops to build trust and identify trends.
- Develop and manage up to two field of interest funds; ensure donor inclusion and community impact.
- Develop and implement the [Trainings and Convenings Program](#) for West Marin nonprofits, including skills building workshops and annual nonprofit survey.
- Include a DEI and racial justice perspective in program implementation.
- Advance outreach efforts to connect people in the broader community to the organization's mission and programs across relevant platforms.
- Work closely with Executive Director, Executive Manager and communications consultant(s) to:
 - Create compelling and engaging narratives for storytelling that unite and excite our community, donors and stakeholders on the mission and impact of West Marin Fund;
 - Publish regular updates on website, via email, and other platforms;
 - Ensure graphics, videos and other multimedia content are in alignment with West Marin Fund style and branding.
- Other duties as needed or required.

QUALIFICATIONS

Required Experience and Skills

- Undergraduate or bachelor's degree preferred or equivalent education and experience.
- Minimum of three years of relevant work experience in the nonprofit or philanthropic sector directly supporting top leadership and board governance management.
- Experience in leading or contributing to strategic planning processes; design and implementation of program and impact evaluation.
- Experience designing or leading outreach efforts aligned with strategic plans and direction preferred.
- High emotional maturity and executive presence, with a proven ability to influence and build partnerships at all levels of the organization.
- Impeccable attention to detail; strong organizational and project management skills.
- Culturally competent in working with individuals and groups of diverse racial and socio-economic backgrounds.
- Commitment to equity and social justice.

- Demonstrated ability to problem solve, take initiative and to accept direction or seek guidance, with strong decision making and time management skills.
- Technologically savvy with proficiency in MS Suite (Excel, Word, Outlook), plus experience using presentation software, shared project management tools, and remote meeting management
- Proficiency with databases. Familiarity with Foundant C-Suite and GLM a plus.
- Strong written and verbal communication skills and high level of interpersonal skills: e.g., listening, empathy, willing to assist others, flexible attitude.
- Ability to maintain confidentiality and respect for values-based work.
- Commitment to ongoing learning.
- Knowledge of West Marin and/or rural communities in California preferred.
- Experience of public foundations a plus.

COMPENSATION AND BENEFITS

- Full time exempt position (40 hours/week)
- \$80,000-\$90,000, based on experience and qualifications
- Paid vacation, sick leave and HRA health benefits available from first day of employment
- Flexible work schedule
- Professional development opportunities and training

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, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 25 pounds.

TO APPLY

Please send a cover letter that summarizes how this position fits with your experience, skills and interests and your resume to: jobs@westmarinfund.org

For more information about our work, please visit westmarinfund.org

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

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