



## **Manager, Organizational Initiatives**

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 Manager, Organizational Initiatives, plays an important role in furthering West Marin Fund's mission through effective coordination, implementation and resource development for Fund initiatives, particularly in the areas of Early Childhood Equity and FY 23-26 priorities currently being defined. The Manager, Organizational Initiatives, reports initially to the Executive Director.

This is the right opportunity if you are looking to:

- Apply your experience, expertise, and passion to community-led initiatives
- Work with members and leaders of diverse rural communities and nonprofits
- Use your research and analytical skills along with your people skills
- Advocate for increased resources and policy change that promote equity
- Work with a small team in making a difference

### **Responsibilities**

#### **EARLY CHILDHOOD EQUITY (50%)**

The Early Childhood Equity initiative aims to strengthen high-quality, affordable pre-school for young children and increase the quality and availability of infant-toddler care and learning in West Marin. Strategic priorities include the provision of quality nonprofit and public preschool programs and the development of formal and informal childcare services that meet the needs of young children from non-English speaking households whose families face social and economic instability.

Integrate work performed to date and carry forward the planning, implementation, and evaluation of the Early Childhood Equity initiative in the areas of:

- Grantmaking and Impact Assessment
- Convening and Advocacy
- Research and Analysis
- Donor Relations and Fundraising
- External communications, including updates and reports

## **ORGANIZATIONAL INITIATIVES (50%)**

Perform work that moves forward Fund priorities and new initiatives, including in the areas of:

- Conducting research, compiling reports and data, and making recommendations on priority issue areas
- Managing at least one emerging initiative, such as the West Marin Coalition for Equity and Justice
- Helping to advocate and fundraise for select initiatives, including drafting grant applications and funding proposals
- Capturing and conveying results of West Marin Fund's grantmaking in a variety of media
- Other duties as needed or required

## **Qualifications**

- Experience in the field of early childhood development
- Experience and commitment to advancing Diversity, Equity, Inclusion and Racial Justice
- Solid analytical and research skills, plus adept at decision making and problem-solving
- Experience planning, implementing and evaluating programs, and working with budgets
- Exceptional written and verbal communication and interpersonal skills
- Bilingual English Spanish
- Culturally competent with ability to engage a range of audiences and build partnerships
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook), plus some experience with presentation software, shared project management tools, remote meeting management, data bases
- Solid organizational and time management skills with exceptional attention to detail
- Ability to maintain confidentiality and respect for values-based work
- Emotional maturity (e.g., listening, empathy, willing to assist others) and flexible attitude

## **ADDITIONAL PREFERRED**

- At least three years of work experience preferably in the nonprofit or philanthropic sector
- Knowledge of rural communities in California with knowledge of West Marin preferred
- Knowledge of grantmaking and experience in writing funding applications
- Commitment to ongoing learning and the ability to take initiative and to seek guidance

## **EDUCATION**

- Undergraduate or bachelor's degree preferred or equivalent education and experience

*We are committed to building a diverse, inclusive, and authentic workplace. If your experience doesn't exactly meet every qualification, we encourage you to apply, sharing your applicable experience and excitement about the role.*

## Compensation & Benefits

- Full time exempt position (40 hours/week)
- \$70,000-\$80,000, based on experience and qualifications
- Paid vacation, sick leave and health benefits available from first day of employment
- Professional development opportunities and training

## Remote Work

- Some flexibility for hybrid, in-person and remote, work.
- 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. Physical demands representative of those necessary to successfully perform the essential functions of this job, with or without accommodation, include ability to regularly to talk or hear, to stand, walk, hold and reach with hands and arms and 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

Please send a cover letter that summarizes how this position fits with your experience, skills and interests and your resume to [jobs@westmarinfund.org](mailto:jobs@westmarinfund.org) with the subject line 'Manager, Organizational Initiatives 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.*