



Senior Program Officer and Tribal Liaison

Position Description

About us:

Yakima Valley Community Foundation is a growing 501(c)(3) philanthropic organization. We are all about connecting people, resources, and ideas so the community we know and love thrives. The region served by our community foundation is the Yakima Valley and surrounding rural Central Washington which is rich in natural resources and diverse cultures all with a strong reliance on the land and water for economic prosperity and survival. We believe when equity is addressed our community will be stronger economically, healthier physically and mentally, and prepared educationally to thrive and meet the challenges ahead. We cultivate a diverse team and continually strive for an inclusive workplace culture where talented and compassionate people share a sense of belonging.

We are hiring a [Senior Program Officer](#) to join our team.

Position Summary:

We are hiring a Senior Program Officer also serving as a Tribal Liaison to join our team.

Position Summary:

The position reports to the Chief Programs Officer as a member of the Grants and Programs team. This is a grant-funded position which will work closely with the CEO for a three-year period on special assignment working on a climate change project with the Yakama Nation and people living within the Yakima Reservation. The position will manage a large publicly funded project including recruiting and supporting a diverse Local Advisory Team to seek community input and to engage the public with culturally and linguistically appropriate educational materials and resources to reduce fire risks, and to improve air quality and respiratory health within the Yakima Valley.

This is a full-time, exempt position. Occasional early morning, evening, and weekend hours may be required.

The Senior Program Officer works as an essential team member leading an assigned program to seek community input and engagement throughout the process. Regularly convenes community partners, funders, and individuals to seek input on the creation of events and educational and promotional materials that are culturally and linguistically appropriate to engage and inform residents.

Position Description: This position supports the Foundation, its partners, and funders with a strong commitment to equity to ensure those who are frequently left out or left behind have greater access and opportunity. Strong leadership, community organizing, program and project management skills, policy

development and advocacy are necessary to conceive, inspire and execute the Foundation's strategic objectives and to support the complex community-based program to which the position is assigned. The applicant must bring a culturally competent awareness and sensitivity to the work with disciplined attention to race and ethnicity when working within communities, analyzing problems, looking for solutions and defining the success of programs.

Strategic and Annual Granting

The Senior Program Officer will work as a team member when not on special assignment to assist in annual granting activities with staff, the Board of Directors as well as other community advisory groups. Social Determinants of Health (such as education, economic stability, neighborhood and built environments, access to health care) are all key elements of a healthy and thriving community. The Senior Program Officer will develop a rich knowledge of both strengths and inequities in our communities around the Foundation's key focus areas to support solutions for people of Central Washington to lead healthy, productive lives regardless of race, ethnicity, income, or where we live.

This includes working within the community, especially the tribal community, to design and implement processes and strategies.

Grant Support and Management

Senior Program Officer will develop relationships within the communities we serve including a portfolio of grantees to provide technical assistance and maximize the Foundation's investment and involvement in the community. Grants administration is generally handled by YVCF's Finance Office, but the Senior Program Officer must be knowledgeable of granting policies and processes and when not on special assignment, asked to lead or support the grants team and Board of Directors in their granting efforts.

The position will be responsible for the relationship and evaluation of subcontractors' and grantees' work in support of the project to ensure deliverables and timelines are met.

Program/Project Management: Position will be responsible for managing an EPA-funded program within the contractual guidelines and spending requirements to fulfill deliverables, including reporting in a timely and successful manner. Senior Officer will work with the CFO and the Grants and Contracts Manager to review program budgets, to provide supporting documentation for invoicing, and to ensure contractual relationships are well maintained.

Communications and Community Outreach

Make presentations to teams, Board of Directors, community members related to the climate change grant efforts such as promoting community needs, air quality improvement solutions, etc. Develop presentations and materials for use during events, meetings, and training.

Plan and coordinate logistics for community outreach events as needed. Act as a resource for industry knowledge, technical expertise, and contacts. Facilitate and manage monthly meetings with coalitions or groups of people to seek ongoing community input and engagement. Build and maintain national, state, tribal, and local relationships, and partnerships.

Other duties as assigned to promote, educate, and foster a vibrant and resilient organization and community.

QUALIFICATIONS:

- Bachelor's Degree or higher
- 7 years of experience working within communities in planning, development, or program management
- Critical thinking skills
- Highly organized with ability to manage a large variety of tasks
- Understanding sensitivities and skilled at working with culturally diverse members of community
- Some travel (mostly in state) is required to meet with community members throughout Central Washington, funders, grantees, or for training and meeting with cohorts.
- Excellent in-person and virtual presentation skills
- Ability to effectively communicate in writing.
- Knowledge and ability to use Microsoft Offices suite products and grasp other software programs quickly.
- Ability to lift 25 lbs.

Preferred Candidate will have a strong understanding of the communities we serve and the ability to build and maintain trust and rapport. Existing knowledge of the Yakima Valley and its network of non-profits and other entities engaged in the Foundation's key focus areas of health and wellness, education, and civic engagement.

Salary and Benefits: The salary range for the Senior Program Officer/Tribal Liaison is \$76,000 to \$112,000/year or more depending on exceptional experience and capabilities.

YVCF offers competitive benefits including health insurance of which we pay the premiums, and dental and vision insurance. We offer participation in a 401k retirement plan to which we contribute, as well as provide preloaded paid time off including vacation, sick, and personal leave. Flexible schedules are a key piece of our workplace culture and employee job satisfaction.

Qualified and interested applicants can apply on LinkedIn or email a resume to info@yakimavalleycf.org by January 30, 2025.