



Departmental Director, Programs & Community Partnerships

JOB DESCRIPTION

August 2025

Location:	Bayside or Crescent City, CA, with routine hybrid work structures and includes travel in Humboldt, Del Norte, Trinity & Curry Counties
Reports to:	Vice President, Programs and Community Partnerships
Department:	Programs and Community Partnerships
Time Commitment:	Full time M-F 8:30a-5p, may include weekend or after hours work as needed
Status; Level:	Regular, Exempt; Departmental Director
Wage Range:	\$96,000 - \$108,000 annually, upon hire and depending on experience, plus health benefits, retirement benefits, paid holidays and sick time; \$120,000 annually expected on or after 1 year of tenure.

About Humboldt Area Foundation+Wild Rivers Community Foundation

Humboldt Area Foundation+Wild Rivers Community Foundation (HAF+WRCF) serve the residents of Humboldt, Del Norte, and Trinity counties in California, and Curry County in Oregon, including the unceded lands of many Indigenous peoples and 18 Indigenous Tribal Groups. We acknowledge and recognize these Peoples and the federally and non-federally recognized nations that represent them. The Northern California and Southern Oregon region is made up of 200,000 residents in over 10,000 square miles of land and while culturally and environmentally rich, this region continues to be economically disadvantaged. Founded in 1972, Humboldt Area Foundation strives to play a unique role, encouraging individuals, organizations, and companies to fund important community activities in support of common goals.

In 2020, HAF+WRCF adopted a generational vision of a Thriving, Just, Healthy, and Equitable Region. This vision is implemented through four decade-long goals of increasing Racial Equity, Thriving Youth and Families, Healthy Ecosystems and Environments, and a Just Economy. Supporting vulnerable communities is at the heart and action of HAF+WRCF, and for over two decades HAF+WRCF has intentionally focused resources toward historically underserved populations, unheard voices, and those who experience the highest rates of disparities.

HAF+WRCF implements a holistic toolkit of services to ensure we are supporting community needs. This includes capacity building, advocacy and policy work, networking, leadership training, impact investing, community co-design, and leveraging funds, as well as providing grants and scholarships and managing

programs and initiatives. Key programs and initiatives include the Native Cultures Fund, the Redwood Region Climate and Community Resilience Hub and the Klamath River Fund. It also deploys emergency response, recovery, and resilience funding and regranting through its innovative Community Response Team. In addition, HAF+WRCF provides high quality charitable giving services to individuals, families and businesses and develops deep relationships with financial and professional advisors and provides them with resources to help their clients with planned giving.

Job Description Summary

As the Departmental Director (DD), this staff member oversees the Program and Community Partnerships Team (PROCOM) in partnership with the Vice President (VP) of the department. The DD is the deputy to the VP and will stand in for the VP as needed. This staff member is able to determine the workload and set priorities for the team. The DD works in collaboration with leadership of the organization around strategic problem solving, brainstorming, and implementation. They work to manage the budget process and performance metrics for the team, along with long-term continuity and emergency planning. The DD has general expertise and training in all aspects of the team's functions and oversees applicable functions as assigned (ex: Grantmaking, Policy & Advocacy, etc.)

The DD oversees programs, functions, and staff to implement the foundation's strategic goals in alignment with the mission, values and commitments of the foundation in service of community needs. They work closely with the VP to prioritize and assess community-based research and foundation resources to optimize the foundation's programs, initiatives and incubated projects to meet the needs of the most vulnerable in our community and advance racial equity across all goal areas. This role ensures that programs and functions maintain good collaboration within the department and across other departments for efficient and creative maximization of resources to serve the region.

Essential Functions and Job Duties

Organization Wide Leadership and Cross Functional Collaboration

- Act as Deputy to VP of Programs and Community Partnerships Team (PROCOM) serving as thinking partner, advisor, planner, and fulfill responsibilities of VP when needed.
- Co-create the goals, strategy and infrastructure for the PROCOM team with the VP. Determine and implement protocols, policies, practices, systems, and technology needs, and ensure strategic alignment with the mission, goals, values and commitments of the foundation.
- Create and oversee departmental budgets with VP and collaborate across leadership team on annual budget development and implementation.
- Direct staff at all levels to perform in accordance with strategic, programmatic, community engagement, and grantmaking/resource goals. Empower and enable them to thrive, grow, and be successful collaborators inside and out. Help set a clear path of accountability, performance, and growth.
- Collaborate in creating systems for staffing performance, organizational and team goal setting and monitoring. Identify and set plans for corrective action with VP and HR.
- Maintain a team and individual workload that allows for the ability to respond to and engage with emergent community challenges.

- Participates as a member of Foundation Leadership team and decision-making body. Coordinates, monitors, and advises on the strategic and fiscal responsibilities of the organization. Contributes to and maintains organizational plans, annual budgets, timelines.
- Acts as conduit between key learnings, headlines, and needs from PROCOM team to Leadership Team.
- Provides leadership and advisement about organization's wellbeing, culture, and growth. Advise the CEO, VPs, and other directors about opportunities and challenges.
- Support communications to Board and committee meetings as assigned by VP and CEO, including presentations, analysis, reports. Make recommendations regarding governing policies as part of leadership team.
- Integrates organizational functions and needs into strategy including advancement, communications, policy, governance, and planning. Makes recommendations and decisions about direction with strategic discernment.
- Support the development of strategy and program evaluation, impact assessment, and learning. Help establish systems and methods in collaboration with the Measurement and Evaluation function and stewards PROCOM team's participation and engagement.
- Manage and encourage collaboration between PROCOM team members and Communications/Marketing to ensure that the foundation's community and program efforts are aligned and appropriately communicated on outgoing sponsorships.
- Partner with Advancement team to cultivate relationships and promote Foundation's reputation with donors and funders as needed to maintain the Foundation's position to highlight the internal and external opportunities for funding partnership in the region. Collaborates on incoming grant opportunities, reports, fundraising activities, and fund stewardship, and works closely with the PROCOM team on informing fundraising efforts and stewarding their participation.
- Partner with Finance and Administration to ensure PROCOM utilizes all systems and processes to meet robust due diligence requirements and best practices.

Programs & Partnerships

- Oversee current and assigned affiliates, programs, staff, and related contracts and commitments in collaboration with the VP of PROCOM from start up through end of program lifecycle. Includes upholding strategy, policies, compliance, procedures, best practices; ensuring cross collaboration, integration, assessment, and development, etc.
- Works across the organization to understand and vet potential supports of evolving or unexpected needs by evaluating community energy, foundation capacity, financial resources, staffing levels, and suitability to the foundation's role and reputation, governance and board policy, and other key considerations.
- Lead the design, development, and optimization of the programs, initiatives, and resources that the foundation deploys in support communities across the region in alignment with strategic goals and values.
- Motivate and lead direct reports and support the direction of other PROCOM team members, ensuring a positive and collaborative environment resulting in creation of a high performance and continuous improvement culture which values the contribution of each team member. Includes hiring, mentorship, evaluation, training, and development, project planning, and performance reviews.

- Sets direction and establishes and refines portfolios and assignments for PROCOM teams with VP. Creates assignments and directs program staff to effectively collaborate with and support the community. Ensures community-facing teams are working collaboratively, transparently, and efficiently within and outside the foundation.
- Manage and facilitate reoccurring PROCOM staff meetings and retreats with VP and Executive Assistant.
- Manage and maintain a deep understanding of PROCOM functions as assigned (Ex: Grantmaking), with the ability to supervise and mentor applicable staff leads.
- Provides leadership, advisement and partnership for grantmaking function and systems
- Manage assigned grants, assigning staff leads as needed in partnership with PROCOM and ADVAN leadership
- Ensure PROCOM teams utilize organization wide systems, software, and tools to ensure alignment with tracking, filing, processing, etc.
- Ensure team shares updates, learnings, and needs in team meetings, All Staff, and Daily Brief.
- Develop systems and routines to report on activities, progress, risks and impact for team and full organization as needed
- Help grow the technical, facilitation, consultation and other skills of the PROCOM team so that the foundation can continue to strengthen our support in response to community needs.
- Manage program officers' team, supporting development of program officer meetings, to support facilitation of foundations' toolkit.
- Direct & collaborate with staff in development and implementation of outreach plans including related research to identify, assess, and share information about changing community needs, including during times of disaster.
- Other Duties as Assigned

Minimum Qualifications

- 8 years of progressively responsible work experience in a comparable position in community relationship building which has provided the individual with the knowledge, abilities, and skills listed below:

Knowledge, Skills, and Abilities

- Ability to communicate effectively with a diverse population, establish and maintain working relationships with individuals from diverse backgrounds, and demonstrated respect for cross-cultural perspectives and experiences
- Superior organizational, planning and engagement skills to ensure alignment of role and responsibilities of self and team within Foundation's mission, culture, values, and strategic goals
- Robust understanding of service region's population demographics and social/ethnographic trends. Capacity to interpret programmatic funding, resource allocation, and program design. Ability to use this and other data to make resource decisions and recommendations.
- Passion to communicate vision, strategy and knowledge in a manner that meets people where they are, able to engage a broad spectrum of stakeholders
- Enthusiasm to convene and facilitate groups to discuss and debate community issues, opportunities and challenges with skillful techniques
- Work independently with a sense of self-direction and with owning appropriate leadership responsibilities in the organization; ability to be flexible and able to adapt to short and long-term

shifts in job duties as the work of the organization changes as it continuously seeks to have greater impact.

- Ability to uphold strategies as decided by The Foundation's leadership team(s), while navigating community opportunities and complexities. Ability to translate large high-level and complex strategy and visions into actionable steps across organization and team using existing systems.
- Ability to implement new or changing roles and responsibilities, or shifts in focus across large teams, program portfolios, while adjusting for individual learning styles, functions, etc.
- Exceptional written, storytelling, and reporting narrative skills. Confidence in working with social and traditional media to convey ideas.
- Proven record in program design, development and management, as well as program evaluation, assessment and grant reporting.
- Excellent listening skills and emotional intelligence
- Experience in the leadership development of others, mentoring and inspiring staff with commitment to teamwork, intra-team cooperation and collaborative decision-making in leadership and organizational structures.
- Ability to take initiative as well as to collaborate in problem-solving as a means for effective action and effective outcomes
- Effective and efficient time management skills - can handle multiple responsibilities simultaneously, prioritize and balance workloads based on the needs of the team, and meet critical deadlines
- Experience developing and managing complex budgets and resource allocation. Experience in non-profit and foundation financial management frameworks (e.g. restricted budgets and overhead rates).
- Proficiency and comfort using the intermediate level functions of Microsoft Office suite (Word, Excel, Power Point) or similar programs such as Google Docs, Zoom, Mural, Asana
- Maintains confidentiality and protects sensitive information in accordance with organizational standards
- Ability to travel and attend meetings, presentations, and events outside the office
- Has access to stable, alternative transportation or the ability to be covered under HAF's auto insurance in order to work on site, travel, and attend meetings and events within a four-county region.
- Experience in the non-profit or philanthropic sector with dedication to ongoing learning.

Preferred Qualifications

- Over 8 years of progressively responsible work experience in a comparable position
- Bachelor's degree
- Experience in public relations
- Experience with database programs
- Bilingual fluency, both written and verbal in Spanish and English
- Experience working with a Board of Directors
- Program evaluation experience

Physical & Mental Requirements of Job

Work is primarily performed in office settings. Hand-eye coordination and fine motor skills are necessary to operate computers and various types of office machinery. All of the job functions listed above involve, to a greater or lesser degree, the following physical demands: close vision, clear speech and lifting of up to 10 pounds.

Humboldt Area Foundation+Wild River Community Foundation (HAF+WRCF) is an equal opportunity employer and make employment decisions on the basis of merit and without regard to race, religions creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws or ordinances.

Humboldt Area Foundation+Wild River Community Foundation and our affiliates are committed to diversity throughout our programs, environment, and workforce. It is our mission to “promote and encourage generosity, leadership, and inclusion to strengthen our communities” and our belief that taking active and intentional steps to ensure equal employment opportunity and creating a working environment that is welcoming to all, will foster diversity and promote excellence in our work. To effectively serve a growing diverse population we endeavor to hire and retain staff who are sensitive to and knowledgeable of the needs of the continually changing communities we serve.

Employee's Signature

Date: _____

Supervisor's Signature

Date: _____