



#### POSTING DATE

Monday, June 23, 2025

#### SALARY

\$50,000, part-time (.6FTE),  
salary, non-exempt

#### LOCATION

Port Townsend, WA  
On-site

Applications will be  
reviewed on a rolling  
basis.

Those submitted by  
July 11 will be priority.  
Early applications are  
encouraged.

**VISIT**

[www.jcfcgives.org](http://www.jcfcgives.org)

**APPLY**

Applicants are asked to  
submit a cover letter and  
resume via email to  
[kc@kinshiphr.com](mailto:kc@kinshiphr.com).



# JEFFERSON

## COMMUNITY FOUNDATION

### Director of Nonprofit Services

*If you believe in the power of rural communities to build their own future...*

*If you are driven by the possibility of empowering each person to become the most impactful changemaker they can be...*

*If you are energized by building relationships and community to effect systems-level change together...*

**Jefferson Community Foundation (JCF) could be the right home for you in the next phase of your career.**

Jefferson Community Foundation is seeking a collaborative and strategic professional to join our team as the Director of Nonprofit Services.



If you are **a strong relationship builder with demonstrated experience in nonprofit leadership, community building, and organizational development** who has a desire to make a real difference in a special community, please read on and consider becoming a part of the Jefferson Community Foundation Team!

# About Jefferson County and the Jefferson Community Foundation

Jefferson County is a vibrant and creative rural community at a crossroads. The historic fabric of our culture has been woven by local tribes, farmers, artists, loggers, mill workers, environmentalists, and ship builders. Our future is increasingly influenced by a growing number of generous retirees and tech workers serving remote employers on the one hand, and rising housing costs, increasing income inequality, and a lack of childcare for our working families on the other hand. If we are to effectively build a thriving future for an increasingly diverse population of residents, it is imperative to engage and educate the 33,000+ people who live here and inspire them to action. **This is the mission of Jefferson Community Foundation: to connect diverse people, ideas, and resources to build a future of opportunity for all in our county.**

## What We Do at JCF

At JCF, our goal is to build the capacity of community members to engage and participate in solutions to the challenges they care most about. Every day, the JCF team is actively building relationships to grow an informed, effective network of givers making a real and measurable impact on local social issues such as more affordable homes, childcare centers, opportunities for youth, and support for working families.

Through our ongoing partnerships and deep community engagement, we've developed a comprehensive understanding of our local nonprofit landscape. This includes existing service gaps and emerging initiatives driving change. JCF facilitates knowledge-sharing among nonprofits to enhance collective impact, while also providing donors with insights to guide their charitable decisions for maximum effectiveness. Our role is to connect, inform, and amplify the vital work being done throughout our community.

**JCF is the only organization in Jefferson County that works on an integrated systems level**, bringing together seemingly disparate neighborhoods across a range of issues to build the future of Jefferson County.

**Our motto at Jefferson Community Foundation is GIVE, BUILD, SOLVE.**



**GIVE:** We help people better understand the landscape of challenges and opportunities we face as a community, so they can better target their gifts of time, talent, and funds.



**BUILD:** We are long-term partners to local nonprofits, helping them develop the resources and relationships they need to grow stronger and more collaborative.



**SOLVE:** We weave people together to make real change on big regional issues like housing and childcare.

We are not a traditional community foundation. We are setting a new standard for how community foundations take action and collaborate with the communities they serve.

## IMPACT by the Numbers:

**\$1 Million+**  
GRANTS ALLOCATED  
PER YEAR

**77**

FUNDHOLDERS

**1,000+**

CHANGEMAKERS  
IN JCF NETWORK

**132**

NONPROFITS  
IMPACTED BY JCF



**1**

COMMUNITY  
WORKING TOGETHER

For more information about JCF visit our [website](#).



## Our Plans for Growth

As the Director of Nonprofit Services, you will serve as the primary point person for all nonprofit relationships. You will cultivate and prioritize these relationships to ensure the highest level of satisfaction through support for organizations' leadership, programming and partnerships. You will empower and guide nonprofit leaders and staff by providing comprehensive support across all facets of organizational development. This includes leveraging funding opportunities, developing knowledge exchanges and workshops, and facilitating collaboration through networking events and beyond. With the input of the CEO and Director of Finance & Gift Planning, you will share tailored grantmaking suggestions for JCF fundholders that manifest the community impact they seek to have now and in the future. You will help nonprofit organizations navigate challenges and meet emerging opportunities by connecting them to skilled volunteers and experienced advisors.

As a member of our dedicated staff team and part of the JCF community, you will be working towards meaningful, systemic change that will improve the lives of everyone who calls Jefferson County home. Jefferson Community Foundation (JCF) is an innovative and thriving community foundation that serves Jefferson County, a community of small towns on Washington's Olympic Peninsula. At JCF our goal is to help people become effective changemakers who know how to make a tangible impact on the community issues they care about most.

By working on an integrated systems level across seemingly different neighborhoods and issues, JCF is moving the needle on the biggest challenges facing our community, including housing, jobs, education, health care, environmental protection, and more. After a record-breaking fundraising year in 2024, we are eager to build on our momentum and grow our team, so that we can welcome more people into our changemaking network and have an even greater impact on our community.



## Commitment to Equity

Jefferson Community Foundation celebrates, supports, and thrives on diversity; bringing our diverse community together is foundational to the work we do. We strive to be an inclusive workplace and to intentionally build a more diverse staff to better reflect our community.

JCF stands with Black and Indigenous communities. We know that deep racial inequities exist in every area that we fund. We are committed to our own learning and to supporting community partners that work tirelessly to dismantle systemic racism. JCF is an affirmative action employer.

# The Opportunity: Director of Nonprofit Services

JCF is proud of the significant success we have had in engaging local changemakers, raising awareness of community needs, and igniting positive change in Jefferson County. We know our model works! After significant growth over the past 5 years, we are excited to build on this momentum through the implementation of an intentional plan to grow in the years to come. To realize this vision, we need to strengthen our community of nonprofit organizations and bolster their success by providing internal resources and external partnerships. Hiring a Director of Nonprofit Services is a key pillar in our plans for the future.

## Essential Duties

The Director of Nonprofit Services will elevate JCF's impact by implementing strategies to grow the resources we offer local nonprofits.

- Maintain authentic, supportive relationships with local nonprofits
- Develop and implement an annual calendar of nonprofit capacity building workshops, knowledge exchanges and networking opportunities
- Manage the annual United Good Neighbors' GIVE JEFFERSON campaign
- Convene and support nonprofit leaders and community stakeholders in emerging issue areas
- Monitor and manage grant awards made from JCF to nonprofits throughout the cycle, from solicitation to reporting
- Contribute to short- and long-term organizational planning related to nonprofit programming
- Build and maintain a "library" of existing data related to community issues facing the residents of Jefferson County
- Serve as an advocate and hub for community changemakers
- Guide clients through use of the Nonprofit Resource Center, the Foundation Center Database and other free resources
- Organize and maintain all nonprofit-related systems and files
- Draft, coordinate and oversee execution of JCF communication pieces for nonprofits, including text, layout, and design of newsletter and other materials
- Conduct data research and analysis on an ad hoc basis as requested to assist the goals of JCF.

The work of the Director of Nonprofit Services will be varied: at different times it may be people-focused or internally-focused, it may require both big picture thinking or detail-oriented action, it may be both behind the scenes or out in front in the community.



# The Ideal Candidate

We seek candidates who possess most of the following experience, skills, and characteristics, and who are able to identify where they will need to learn and grow, as everyone does in any new job.

## Key Work Experience:

- 5+ years of leadership experience within the nonprofit sector or as a high-level advisor or consultant for nonprofit organizations, or equivalent educational experience.
- Experience designing high performing strategies, plans, and structures for nonprofits in ways that ensure growth, strength, and resilience.
- Proven experience in relationship management and an ability to deepen trust over time through the delivery of high-value client service.
- Experience analyzing and leveraging data for strategy development and monitoring progress toward goals over time.
- Experience supporting or coaching others (executive leaders, staff, board, or volunteers) in their nonprofit relationship management efforts and roles.



## Key Skills and Characteristics:

- Exceptional interpersonal and relationship-building skills to quickly build trust and rapport with nonprofits, community members, and partners
- A keen understanding of research-backed organizational development strategies and tools, and the ability to coach and advise using these resources.
- Demonstrated experience developing training materials and delivering workshops and presentations in high-leverage situations.
- The ability to craft and communicate an inspiring case for strategic grantmaking opportunities
- Strong attention to programmatic detail with proven ability to coordinate multiple projects, managing both complex community data and stakeholder relationships simultaneously
- Versatility to "wear many hats" given the varied nature of this role; comfort working both behind the scenes planning or supporting others, and also working out in front directly with nonprofits and fundholders
- Flexibility and enthusiasm for being part of a small and collaborative team where everyone pitches in to meet shared goals
- A genuine commitment to diversity, equity, and inclusion, demonstrated through continuous learning, modeling inclusive behaviors, and proactively engaging in fruitful conversations with colleagues and community members
- Familiarity with - or a strong interest in learning about - the community foundation model and investment strategies, as well as the unique challenges and opportunities of advised funds to drive larger systemic social change
- Curiosity and the ability to engage with nonprofit and community leaders through deep listening and understanding in order to develop tailored recommendations for their grantmaking and organizational success.



## Working in Jefferson County and at JCF

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Located 2 hours from the Seattle metro area, Jefferson County (pop. 33,000+) is located on Washington's beautiful Olympic Peninsula and consists of rural areas and many towns, the largest of which is Port Townsend. At just over 10,000 people, Port Townsend is an economically and politically diverse city known for its artistic soul, world-class culinary venues, Victorian architecture, and maritime legacy. The area is steeped in fascinating history, including its Native American roots and its two National Historic Landmark Districts. From its beaches to the Olympic National Park, the county is also known for its natural beauty and opportunities for outdoor adventure.

The Jefferson Community Foundation offices are located in Port Townsend. The staff and board of directors are a high-performing and close-knit team deeply invested in the local community. The Director of Nonprofit Services should expect to spend weekdays in

the office or out in the community meeting with people. Since continual engagement with the local community and time in the office will be crucial, the Director of Nonprofit Services will ideally be based in Jefferson County but may live in adjacent communities and commute to the Port Townsend office.

JCF has a friendly and professional work culture, where people collaborate in an enjoyable, supportive, and candid environment. We are a values-based organization and each of us aspires to reflect our **shared organizational values** by being kind, generous, collaborative, trustworthy, and creative, and actively encouraging diversity. Work-life balance is a priority, and employees are expected and encouraged to work only the time they are paid for. The team is led by a well-regarded dynamic CEO who is herself a resident of the county and an enthusiastic fundraiser.



# Compensation and Benefits

The expected salary range is approximately \$50,000 per year for this part-time (~24 hrs/wk, .6FTE), salaried, non-exempt position, depending on qualifications and experience.

Jefferson Community Foundation offers generous benefits, including IRA contributions matched up to 3% of salary and a paid sabbatical after 5 years. Medical insurance is covered at 80% by JCF through Regence Blue Cross/Blue Shield. Employee will earn the prorated amount of 18 days of paid time off and 9 paid holidays a year.

## How to Apply

*Email applications only, please no in-person or paper submissions.* Applicants are asked to submit a cover letter and resume via email. In your cover letter, please describe your interest in JCF's mission and model, and how your experience relates to the goals of the position as described in this announcement.

***Applications received by July 11, 2025 will be given full consideration; early applications are strongly encouraged!*** All applications will be acknowledged via an email receipt. Consideration will be given to applications as soon as they are received; phone interviewing will begin mid July and in-person interviewing is anticipated to begin in August.

JCF is an equal opportunity workplace and does not discriminate on the bases of race, color, religion, gender identity or expression, sex, sexual orientation, national origin, age, disability, neurodiversity, veteran status, marital status, or based on an individual's status in any group or class protected by applicable federal, state, or local law.

JCF encourages applications from people of the global majority, gender non-binary, disabled, seniors, and all other qualified applicants.

**Questions regarding this opportunity are welcomed and can be directed to: KC Upshaw, Kinship HR | [KC@KinshipHR.com](mailto:KC@KinshipHR.com)**



Kinship HR is a Jefferson County-based human resources and leadership development consulting firm; we amplify community success through small business support and solutions. Kinship HR is honored to partner with Jefferson Community Foundation.