

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, strategic grantmaker and relationship builder to join our team as the Director of Nonprofit Services.



If you are **a strong relationship builder with demonstrated experience in grantmaking, nonprofit leadership, or community building** 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!

POSTING DATE
Mon, November 9, 2026

SALARY
$90,000/yr, full-time (30-40 hours a week depending on candidate), salaried, exempt

LOCATION
Port Townsend, WA
In-person

START DATE
January-February 2027

APPLY

Review begins November 30. Applications are accepted on a rolling basis through December 18.

VISIT

www.jcfgives.org

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:

$2.5 Million+
GRANTS ALLOCATED PER YEAR

110
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 be JCF's primary strategic resource for understanding the nonprofit landscape in Jefferson County and the point person for nonprofit relationships. You will use that knowledge to guide JCF's grantmaking, coaching organizations toward readiness, so that funding decisions are well matched, clearly explained, and strengthen our relationships. You will also lead programs that build nonprofit capacity, including knowledge exchanges, workshops, and networking events, and help organizations navigate challenges and meet emerging opportunities by connecting them to skilled volunteers and experienced advisors.

In partnership with the CEO and Senior Director of Finance & Philanthropy, you will analyze the landscape issue-by-issue and develop strategic grantmaking recommendations for JCF fundholders. You will think cumulatively, asking how many small grants together can move the needle on an issue for the whole community, and you will amplify the impact fundholders seek to have now and in the future.

As a member of our dedicated leadership team and part of the JCF community, you will be working towards meaningful, systemic change that will improve the lives of everyone who calls. 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 2025 and with a new strategic framework, we are eager to build on this momentum in partnership with our new Director of Nonprofit Services.

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've developed an intentional strategic plan to grow in the years to come. Hiring our next Director of Nonprofit Services is key to our success.

Essential Duties

The Director of Nonprofit Services elevates JCF's impact through strategic grantmaking and by growing the resources we offer local nonprofits. You will carry out the vision for the department and help define the Manager of Nonprofit Services position, then hire that position once you are on board.

Strategic Grantmaking

- Develop and maintain a current, detailed understanding of the nonprofit landscape in Jefferson County, and report the state of that landscape to fundholders and colleagues
- Use landscape analysis and trusted relationships to present grantmaking recommendations and make a credible case for where funding can have the greatest impact to move the needle on an issue
- Coach nonprofits toward readiness for funding, and communicate with care when a request when a request can't move forward
- Monitor and manage grant awards made from JCF to nonprofits throughout the cycle, from solicitation to reporting
- Proactively share wins and stories from the nonprofit community with the development team to fuel donor conversations
- Conduct data research and analysis as needed to inform recommendations and tell the story of community impact

Nonprofit Programs and Relationships

- Own and deliver upon the goals of the Nonprofit Services department and overall JCF mission
- Maintain authentic, supportive relationships with local nonprofits; serve as an advocate and hub for community changemakers
- Pilot, refine, and scale nonprofit programs, including an annual calendar of capacity building workshops, knowledge exchanges and networking opportunities
- Design, deliver, and recruit instructors for (when appropriate), nonprofit trainings and workshops
- Convene and support nonprofit leaders and community stakeholders in emerging issue areas
- Help define the Manager of Nonprofit Services position, then hire, supervise, and develop the Manager once you are on board
- Oversee the Nonprofit Resource Center and other nonprofit resources, with day-to-day operations supported by the Manager
- Advise over the annual United Good Neighbors' GIVE JEFFERSON campaign and its volunteers
- Plan and deliver JCF communication pieces for nonprofits, including trainings, workshops, and written materials

Other duties as assigned

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. You do not need to arrive knowing every organization in Jefferson County. Our team holds strong relationships and will help you build your own.

Key Work Experience:

- 5+ years of leadership experience within the nonprofit sector or as a director, high-level advisor, or consultant, or equivalent educational experience
- Experience leading a nonprofit through growth or change, leading grantmaking efforts, or leading an association of organizations is a plus
- Experience designing high performing strategies, plans, and structures for nonprofits in ways that ensure growth, strength, and resilience
- Proven experience in relationship management: ability to communicate effectively, secure buy-in, and deliver high-value client service to diverse stakeholder groups
- Experience with grantmaking and the grant lifecycle
- 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:

- Strategic grantmaking judgment: the ability to analyze the nonprofit landscape and think cumulatively about community-wide impact
- Exceptional interpersonal and relationship-building skills to quickly build trust and rapport with nonprofits, community members, and partners
- Tact and relational intelligence: comfortable having difficult conversations so partners leave feeling respected and supported; comfortable giving and receiving feedback
- Nonprofit operational literacy and a keen understanding of organizational development tools, to help nonprofit leaders surface and identify their challenges
- Demonstrated experience developing training materials and delivering workshops and presentations to groups
- A strategic thinker who rolls up their sleeves: sees the opportunity and carries it through to implementation, with strong attention to programmatic detail across multiple projects
- Comfort with technology and a commitment to learning existing internal systems (Microsoft 365, Asana, Microsoft Teams, and Akoya Go)
- Strong supervisory skills to effectively lead the Nonprofit Services Manager and key volunteers
- Trusted with confidential information: exercises sound judgment and discretion with donor, fundholder, and nonprofit partner information
- Maturity and personal accountability: owns their work, asks questions, and learns quickly within a small and collaborative team where everyone pitches in to meet shared goals
- 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



Working in Jefferson County and at JCF

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, 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 Director of Nonprofit Services should expect to spend weekdays in the office or out in the community meeting with people. 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. If you are relocating to the area, we are happy to help you explore housing options, including short-term rentals.

JCF has a friendly and professional work culture, where people collaborate in an enjoyable, supportive, and candid environment. We are an ambitious, values-driven, mission-committed team. We are well funded, we have an approved strategic plan and strong systems in place, and we have a cohesive senior leadership team that knows how to laugh. The whole team is ready to support and partner with you.

We aspire to reflect our **shared organizational values** by being kind, generous, collaborative, trustworthy, and creative; we actively encourage diversity. Work-life balance is a priority, and employees largely manage their own schedules to work effectively.



Compensation, Benefits, & Schedule

The expected salary range is approximately $90,000 per year for this salaried, exempt position, depending on qualifications and experience. Full-time is preferred, and 30 to 40 hours per week may be considered depending on the candidate.

Jefferson Community Foundation offers generous benefits, including IRA contributions matched up to 3% of salary, occasional WFH days, 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.

APPLY HERE

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. If you do not already live in the area, please share your plan for relocating. Please no in-person or paper submissions.

Applications will be reviewed on a rolling basis through December 18, 2026. Initial review and screening will begin November 30.

All applications will be acknowledged via an email receipt. Phone interviewing will begin in early December and progress through the end of the year as candidate and employer schedules allow. Anticipated start date: Early 2027.

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

Kinship HUMAN RESOURCES

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