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KITSAP  
COMMUNITY  
FOUNDATION

# Position Profile

## Executive Director/Chief Philanthropy Officer



Search Conducted  
in partnership with  
Hagel Executive Search

Kitsap Community Foundation seeks a professional, experienced, and energetic person who is passionate about philanthropy and non-profit organizations to help shape and lead the future of the organization. With dynamic and visionary leadership, the new ED/CPO will significantly increase the Foundation's ability to grow and respond to community needs, strengthen its operational excellence, and encourage greater philanthropic support for the community. The Foundation is nimble and entrepreneurial and provides a truly unique opportunity for professional fulfillment and impact across the entire community.

# Kitsap Community Foundation

## Executive Director/Chief Philanthropy Officer

Based in the community of Silverdale, Washington, Kitsap Community Foundation has embarked on a search for a ED/CPO to build on the strong financial and program base that currently exists. Kitsap Community Foundation is highly respected throughout Kitsap County for its inclusive and collaborative leadership in the nonprofit sector.

The ED/CPO works with and reports to the Foundation's eighteen member volunteer Board of Directors. The ED/CPO is responsible for and has authority over day to day operations of the Foundation and works in concert with the board on strategic planning, financial planning and policy development. The ED/CPO works with a staff of three other dedicated team members.

The Foundation provides a means for a wide range of donors to support the full spectrum of nonprofit organizations that serve people in Kitsap and North Mason counties. The Foundation works with families, individuals, attorneys and financial planners to design philanthropic plans that support the donors' personal situations and help ensure their gifts are used to the fullest community benefit during their lifetimes and beyond. The Foundation currently has approximately \$15 million under its management for donors.

Beyond its services to donors are its programs and collaborations that actively support area nonprofits. Notable among them are the Kitsap Great Give, Kitsap Strong, , the Racial Equity and Empowerment Fund, the Women's Giving Circle and the Kitsap Center for Nonprofit Excellence. All of these activities are aimed at increasing services that will reach further into marginalized communities and increase the inclusiveness of nonprofit services across the spectrum of needs.



**Kitsap Great Give** is an annual, 24-hour, online giving event organized by KCF for the benefit of the greater Kitsap area, including neighboring North Mason County. In 2022 the Great Give raised nearly \$2.0 million for 384 participating nonprofits.

**Kitsap Strong** is a collective impact collaboration that is working with a wide range of agencies to address and eliminate ACEs (Adverse Childhood Experiences) to allow for healthy emotional and physical development of children.

**The Racial Equity and Empowerment Fund** will help end systemic racism in the Kitsap community by making grants to support culturally relevant programs, services and activities that are focused on ending the inequities caused by or exacerbated by the COVID-19 crisis in communities of color.

**The Women's Giving Circle** promotes philanthropy among women of all generations whose grants support programs that uplift women and children in the community.

**Kitsap Center for Nonprofit Excellence** strives to create a vibrant, exemplary nonprofit community through capacity-building, collaboration, shared learning, advocacy, and the promotion of innovation and excellence.

For more information on the Foundation visit: <https://www.kitsapfoundation.org/>

## VISION

The Kitsap Community Foundation envisions a community with a vibrant culture of philanthropy that maximizes the work of thriving nonprofits.

## MISSION

Our mission is to improve our community's quality of life by connecting people who care with causes that matter. We realize our mission through:

- 1) Increasing the culture of philanthropy in our community
- 2) Building a large endowment and making grants to our community's nonprofits
- 3) Strengthening the nonprofit sector in our community
- 4) Contributing to positive social change through civic engagement and leadership



# KITSAP COMMUNITY FOUNDATION

## PROVIDING GUIDANCE & SUPPORT TO COMMUNITY INVESTORS

The Kitsap Community Foundation (KCF) is committed to improving life and connecting people who care with causes that matter. As a philanthropy services organization, we help Kitsap County residents maximize both the social impact and tax benefit of their giving. Our resources make it easier to match the most effective nonprofits to a donor's favorite philanthropic interest, enabling clients to achieve far more than they could by themselves.



## FOCUS

- **Effective stewardship:** KCF makes wise financial investments for donors and effective grant investments to our communities.
- **Strong leadership:** KCF is committed to bringing fresh approaches to solving tough issues in the Kitsap communities.
- **Strategic partnership:** KCF connects resources to needs, organizations to organizations, and people to people

KCF believes that informed, engaged donors with the tools and support for effective philanthropy will make the communities thrive. Whether investors wish to support a broad area of interests, teach children or grandchildren responsible charitable giving, support educational opportunity, or refer clients to an organization that can support charitable interests, KCF is here to help. Regardless of the financial capability, KCF offers simple, straight-forward avenues to contribute long-term to the Kitsap community.

# Kitsap Community Foundation Strengths and Focus



## Organizational Strengths:

- The Foundation actively promotes philanthropy across the community for the benefit of all nonprofits
- The Foundation is nimble, entrepreneurial and proactive in seeking opportunities to expand philanthropic giving and addressing emerging and unmet needs
- The Foundation actively partners with donors, community leaders and community nonprofits in identifying and addressing emerging and unmet community needs
- The Foundation has earned a highly positive reputation for responsible management of funds, reliability as a partner and integrity in all its endeavors



## Initial Focus for the ED/CPO:

- Develop strong relationships with donors, fund holders, Ambassadors, key community leaders and other nonprofits providing services to the community
- Develop strong relationships with individual board members and the board as a whole
- Develop a strong sense of team with Foundation staff members
- Emphasize diversity, equity, and inclusion in all Foundation activities
- Work actively to increase community awareness of the Foundation
- Become conversant with the strategic plan and its current initiatives
- Build a vision and plan for an endowment campaign for the Foundation



## Longer Term Focus:

- Position the Foundation as a key partner with donors in the generational transfer of wealth
- Continue to focus on growing the assets of the Foundation while actively stewarding current donors and fund holders
- Increase the focus on South Kitsap and North Mason Counties
- Increase the focus on building relationships with estate planning and wealth management professionals

# THE POSITION



The ED/CPO will play a high-profile role throughout the Foundation's service area recognizing the Foundation's position as a major funder of nonprofits in the region. Reporting to the 16-member board of directors, the ED/CPO will have overall strategic and operational responsibility for the Foundation's community presence, donor relations, collaborations and relations with other nonprofits, and mission achievement. It is expected that the ED/CPO will actively participate in community activities and organizations.

Salary range: \$110,000 to \$125,000 plus benefit package.

## BASIC DESIRED QUALIFICATIONS

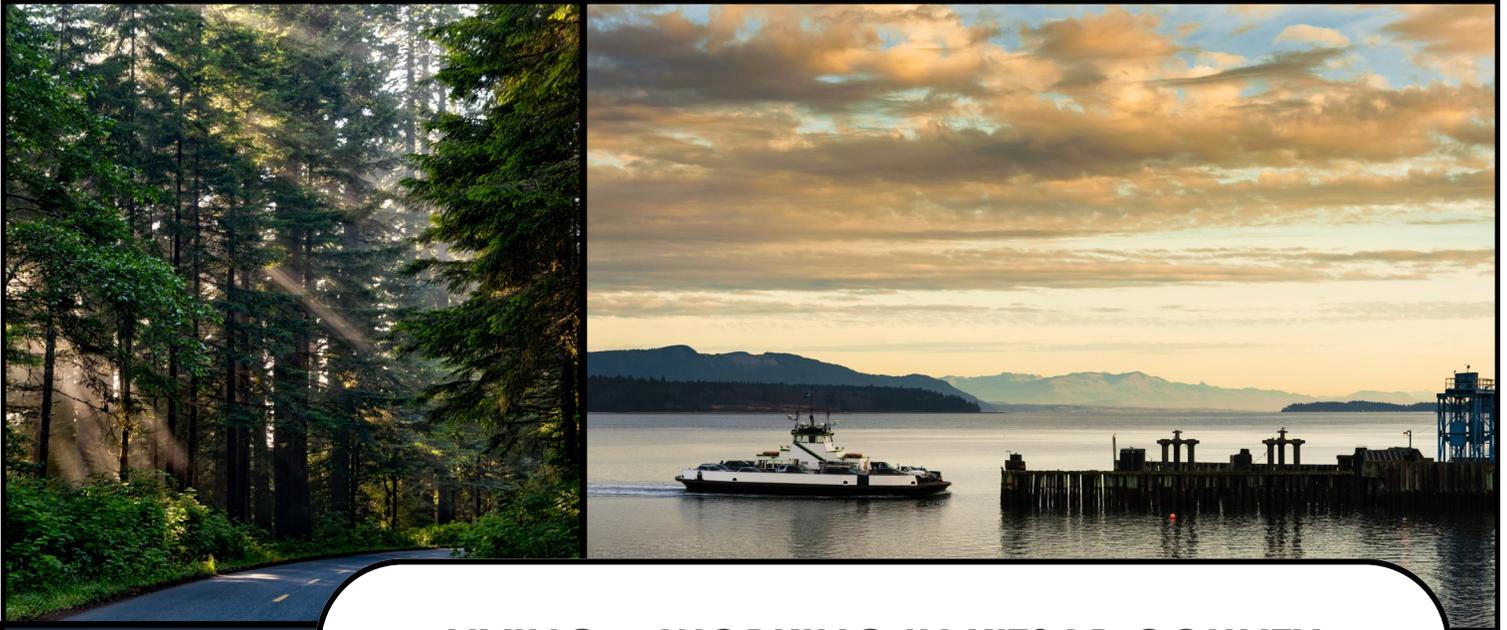
The ideal candidate will have a BA or better with 7+ years of progressively more responsible senior leadership experience in a nonprofit organization. Strong relationship skills, financial acumen, demonstrated commitment to diversity, equity, and inclusion and the ability to lead and work in a small team is required. In addition, experience in the following areas is desirable:

- Nonprofit organization experience
- Philanthropy
- Success in building collaborations with other organizations
- Diversity, equity, inclusion and antiracism
- Marketing/public relations including social media and CRM
- Estate planning/wealth management
- Strategic planning
- Significant fundraising experience

## PERSONAL ATTRIBUTES REQUIRED FOR SUCCESS

- Ability to meet donors where they are and address their needs
- Collaborative
- Committed to Diversity, Equity and Inclusion
- Confident
- Dedicated to community
- Entrepreneurial
- Healthy sense of humor
- Respectful of others
- Strategic thinker
- Team builder
- Unquestionable integrity
- Very strong verbal and listening skills
- Visionary





## LIVING & WORKING IN KITSAP COUNTY

Kitsap Community Foundation is located in beautiful Kitsap County with offices in Silverdale. Kitsap County is located in the picturesque central Puget Sound region of Washington State, directly between the urban areas of Seattle and Tacoma and the wilderness of the Olympic Mountains. Surrounded by the Puget Sound waterways, Kitsap County features a wide range of things to do — from outdoor recreation to wine tastings in small towns and in historic vineyards.

Many globally-recognized organizations are headquartered or have major facilities in the Northwest, including: Boeing, Microsoft, Google, Amazon, Facebook, State Farm Insurance, BNY Mellon, Columbia Bank, Key Bank and many others. Just a quick drive or ferry ride to Seattle will allow you to root on national sports teams such as the Seattle Seahawks, Seattle Mariners, Sounders FC, Seattle Storm and the new NHL franchise Seattle Kraken.

Although the Pacific Northwest is known for its rain, the area is actually far from one of the wettest places in the United States. Summers boast gorgeous mid-70 to 80 degree weather and mild winters occasionally see a few days of snow. The region provides the absolute perfect destination for snow and water sports, plus golf, hiking and camping.

For more information on living in Kitsap County go to [www.kitsapgov.com](http://www.kitsapgov.com).



## TIMING AND APPLICATION

### APPLICATION AND SELECTION PROCESS

The position will be open until filled. It is wise to apply early because additional application materials may be requested.

To register as a candidate or view more information, please go to:

<http://www.hagelsearch.com/kcf>

All submissions will be acknowledged and will be held in strict confidence. Finalists for the position will be required to participate in an emotional intelligence and job fit assessment. The assessments are web-based. They help match the candidate's traits with the desired traits detailed above. All results are held strictly confidential.

#### Contact Information

For further information please contact: Frank Hagel (253) 572-2439 x304 or Marcia Walker (253) 572-2439 x310. Or email: [frank@hagel.net](mailto:frank@hagel.net) or [marcia@hagel.net](mailto:marcia@hagel.net). DO NOT submit your application to these email addresses.



### EQUAL OPPORTUNITY

KCF will provide equal employment opportunity for all applicants and employees. KCF does not unlawfully discriminate on the basis of race, color, religion, creed, sex (including pregnancy and childbirth) national origin, ancestry, age, physical disability, mental disability, medical condition, handicap, family care status, veteran status, marital status or sexual orientation. KCF makes reasonable accommodation for disabled employees.