

# Strategic Initiatives Manager

## POSITION DESCRIPTION

Under the leadership of the director, strategic initiatives of The Winston-Salem Foundation, the strategic initiatives manager will provide database management and administrative support to a host of activities including membership management, fund development, grantmaking, programs and events, and communications for The Women's Fund of Winston-Salem (WF), Black Philanthropy Initiative (BPI), and Youth Grantmakers in Action (YGA). The strategic initiatives manager is also responsible for the management of the day-to-day operations of YGA. The strategic initiatives manager is a non-exempt position and will report to the director, strategic initiatives.

## ABOUT THE WINSTON-SALEM FOUNDATION

We are a nonprofit community foundation, comprised of over 1,500 funds, that assists people and organizations with their charitable giving, provides financial aid to college students, and offers a variety of grants programs and a mission-aligned investment program to support nonprofit organizations in Forsyth County. We are the oldest foundation in North Carolina, and we are one of the oldest community foundations in the country. Since 2018, the Foundation has been on a journey to deepen its understanding of and commitment to racial equity as both a priority in our work in the community and as a hallmark of our organizational culture.

### **Our vision:**

A generous and trusting community where everyone is thriving.

### **Our mission:**

We inspire giving and link resources to action, strengthening Forsyth County—now and forever.

### **Our values:**

- **Inclusion** - we practice and champion inclusion, honoring the strengths and experiences of all in our community.
- **Accountability** - we honor the intentions of our donors and partners and hold ourselves to the highest standards of ethics, service and stewardship.
- **Continuous Learning** - we are committed to learning and evolving with our community and our partners.

## DESCRIPTION OF RESPONSIBILITIES

All staff work together to live out the Foundation's mission, values, and equity commitment. Each person actively participates in education sessions, work groups, and other formal and informal opportunities to learn about and operationalize our shared commitment to equity. The

strategic initiatives manager will have the following specific duties to assist the Foundation in fulfilling its mission and vision:

### **Database and Website Management**

- Manage WF member database including entering membership renewal data and new member information and preparing gift acknowledgements.
- Prepare gift acknowledgements for BPI and YGA gifts.
- Coordinate the grantmaking processes of the initiatives, including preparing and tracking correspondence, proposals, grant documents, contracts, and payments.
- Coordinate the monitoring processes for active grants, including generating reminder letters, monitoring receipt of grant reports, and following up with late reports.
- Create and distribute membership and donor reports, as needed.
- Create and prepare member/donor correspondence.
- Assist members/donors with questions about memberships or donations.

### **Administrative Functions**

- Compile and organize materials for board and committee meetings for all three initiatives in electronic format.
- Coordinate and manage invitation and RSVP correspondence, sponsorships, event space logistics, caterers, audio-visual support, speakers, and script development, as needed.
- Prepare surveys and collect data for members, donors, and other stakeholders, as needed.

### **Communication Functions**

- Work with the Foundation's Marketing and Communication's department to maintain and update WF and BPI websites.
- Provide support in developing social media presence for all three initiatives.
- Provide support to the strategic initiatives officer in coordinating the initiatives' public relations efforts, including sending press releases and other types of correspondence to current and prospective initiative donors and the community-at-large.

### **Program Management (Youth Grantmakers in Action)**

- Coordinate the YGA program, including recruiting youth and serving as the main contact for youth.
- Generate correspondence for YGA members and prepare meeting materials.
- Manage the contracted facilitator for YGA.
- Keep the Foundation and community informed about youth philanthropy activities and grants.
- Attend YGA meetings one night per month and occasional weekends from August to May.

### **Other Related Activities**

- Actively participate as a member of the Strategic Initiatives department, attend regular meetings, and collaborate on special projects.

- Participate in the Foundation's regular staff and internal meetings and collaborate with internal departments, as needed.
- Other assignments and special projects as assigned.

## QUALIFICATIONS

- Commitment to the Foundation's values: Inclusion, Accountability and Continuous Learning.
- Commitment to and understanding of racial equity.
- Ability to interact respectfully with people of diverse backgrounds, perspectives, and cultures.
- High-level of comfort with technology, ability to learn and adopt new computer programs quickly, and ability to effectively integrate that technology into daily work.
- Database management experience and strong database management skills; experience with the NXT (cloud-based) versions of Raiser's Edge, or GrantEdge will be an added advantage.
- High-level proficiency in Microsoft Office (particularly Word, Excel, and Outlook).
- High level of attention to detail.
- Exceptional interpersonal and communication skills.
- Exceptional organization skills and accurate attention to detail, including the ability to prioritize work effectively and manage multiple, time-sensitive demands.
- Experience with communicating well with youth and taking direction from youth.
- Ability to work independently and self-motivated.
- Problem solving skills and an inquisitive nature.
- A minimum of two years paid work experience in a related position.
- Residency in Forsyth County is preferred; knowledge of and engagement in Forsyth County and surrounding communities is a plus.
- Experience using queries to extract information from constituent records will be an added advantage. Experience with Webflow or a similar website content management system will be an added advantage.

Salary range is \$44,000-\$50,000, commensurate with experience. Benefits include generous paid time off (PTO) and holidays. Health insurance, life insurance, dental insurance, short-term and long-term disability insurance, and parental leave begin the first of the month following 30 days of employment. Eligibility for the defined benefit retirement plan begins after one year of service. Other optional benefits include a flexible benefit plan, supplemental insurance with AFLAC, employee supplemental retirement plan, charitable match program, and tuition and fee reimbursement.

The Winston-Salem Foundation is committed to building a staff that reflects the community served by the Foundation's mission and strategic priorities. We invite applications from diverse candidates and will not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation, gender identity, age, genetic information and veteran or disability status.

To apply, please visit [wsfoundation.org/careers](https://wsfoundation.org/careers). The application deadline is 5:00pm on March 1, 2021.