



## Chief Executive Officer

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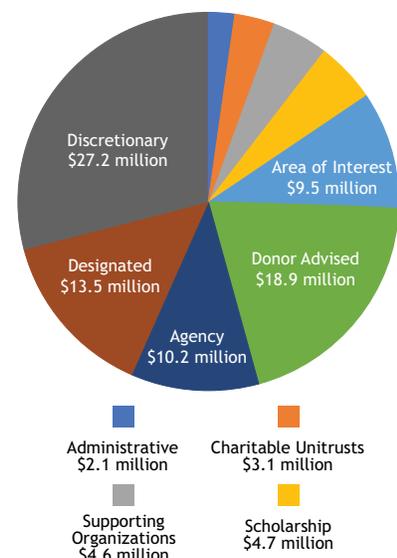
## The Opportunity

[Inland Northwest Community Foundation](#) (INWCF) enriches communities by connecting people who care with causes that matter. As one of the largest foundations in the Pacific Northwest, INWCF serves a critical regional role as a catalyst to inspire donors to invest in organizations and causes with significant community impact.

The foundation has an endowment of approximately \$100 million and manages more than 470 funds for local individuals and nonprofits. Inland Northwest Community Foundation has awarded more than \$58 million in grants and scholarships to the region since its inception in 1974, with \$4.7 million distributed in 2015 alone.

Headquartered in Spokane, Washington, the foundation serves 20 diverse counties throughout Eastern Washington and North Idaho. As a community foundation, INWCF recognizes its responsibility to identify and respond to community priorities. The foundation leverages its special position to spearhead [community initiatives](#) and facilitate strategic collaborations among funders, nonprofit organizations, community residents, and other stakeholders who can have a transformative effect in the region.

INWCF Composition of Assets





## Spokane

On Washington's eastern, drier side, Spokane lies 18 miles west of the Idaho border and 100 miles south of the Canadian line. The Spokane region serves as a hub for most of the business, medical, transportation, industrial, and cultural needs of the Inland Empire.

Spokane combines myriad varieties of year-round outdoor recreation, fine arts, award-winning education, inexpensive economies, and a family-friendly environment. Nearby universities, such as [Gonzaga](#) and [Whitworth](#), contribute to the intellectual vibrancy of a growing city. The community takes advantage of close access to the Cascade and Rocky Mountains—[unparalleled meccas for skiing, biking, and hiking](#). Plus, 76 nearby lakes and rivers make swimming, fishing, and boating a cinch. The region also boasts many challenging yet beautifully designed [golf courses](#). World-class museums, Broadway performances, art galleries, events, and organizations celebrate diverse cultures and traditions that continue to enrich area culture.





## The Position

The foundation's current CEO, Mark Hurtubise, will retire from the foundation in the near future, so INWCF faces a natural transition and welcomes the opportunity to bring a dynamic new leader into the organization and the community. Reporting to the board of directors and working closely with the board chair, the new CEO will take the helm of a thriving, well-respected community foundation poised for an exciting future of growth.

The CEO will work internally to strengthen systems and processes that ensure efficiency, and cultivate an environment of collaboration and knowledge-sharing across teams. Externally, the CEO will have the privilege of engaging with the community to build goal-oriented partnerships with business groups, nonprofit organizations, and individual donors. The CEO will also serve as the key spokesperson of the organization to increase awareness of the foundation's services and the impact it has throughout the region.

The CEO reports to 13 committed [board members](#). The board consists of community leaders from a wide variety of professions and the region's service area. The CEO will partner closely with the Finance/Investment Committee to provide oversight of the foundation's assets, and ensure the foundation makes all investments with intent and integrity. The CEO will also lead a staff of [nine dedicated professionals](#) in fund development, grantmaking, and administration.

The foundation aspires to advance ideas and convene on systems-wide solutions to issues throughout Eastern Washington and North Idaho. The future CEO will partner with other community stakeholders to identify priority needs, and how the foundation's resources and network of partners can help create holistic solutions.



# Key Issues and Priorities

## Asset Growth

- Work with the board and staff to further the growth trajectory of the foundation's total assets;
- Form close relationships with current donors and continue to strengthen existing synergies between wealth advisors and other channel partners;
- Showcase the foundation's strategic giving expertise within the regional and national philanthropic landscape.

## Board/CEO Development

- Get to know the board members and explore their individual and collective aspirations for the foundation's future;
- Engage board members in discovering and learning about philanthropic and programmatic trends;
- Preserve organizational efficiency and create opportunities for open communication throughout the foundation;
- Create a culture of free-flowing ideas between board and staff and retain efficient governance and decision-making.

## Communication

- Utilize recent communications audit to develop a comprehensive plan that will enhance the foundation's brand in the broader community;
- Foster crisp and culture-building internal communication systems and practices.

## Technology

- Explore technologies that enhance brand building and foundation transparency, and engage younger donors;
- Evaluate and modernize CRM, grantmaking and financial software platforms;
- Digitize board materials, committee reports, and more;
- Update public-facing social media platforms including links to the foundation web presence.

## Team Development

- Work individually and collectively with staff toward a positive work culture and foundation team;
- Benchmark INWCF against similar organizations that model best-in-class organizational structures and processes that support a collaborative team approach;
- Roll out organizational changes that will increase mission effectiveness.

## Community Partners

- Invest time to get to know the community partners including grantees, co-funders, and community organizations;
- Build substantive relationships and convey a spirit of open and authentic collaboration;
- Identify non-traditional partners that can assist in meeting the needs of the broader community;
- Develop feedback mechanisms, such as grantee and donor surveys, to listen to and learn from the needs of various partners and providers;
- Look for leverage opportunities with like-minded funders.





## Ideal Candidate Profile

Inland Northwest Community Foundation seeks a CEO driven by a servant-leader sensibility with an affinity for building team capacity and culture. The CEO will help guide staff through their own professional development and training to become increasingly fluent in their individual roles, and help staff better understand how their work contributes to the overall strategy of the organization. Open and empowering, the new CEO will be a progressive manager who encourages staff at all levels to contribute new ideas and approaches to how the foundation carries out its work.

The successful candidate is passionate about place-based philanthropy, and the role a community foundation plays in connecting donors with the causes they care about most. He or she will be a systems-thinker who can see the overall landscape of the region the foundation serves, and understand how to best partner with the community to facilitate solutions. Confident and well-versed in philanthropic trends, yet humble in recognizing there is no one who understands the issues more than their community partners, the CEO will be a thoughtful and considerate ally to all stakeholders.

## Minimum Qualifications

The role requires a bachelor's degree, and an advanced degree would be valuable. Candidates should possess a minimum of ten years of high-level executive, administrative, and managerial experience. Ideally, our CEO candidate will currently hold a senior position within a community foundation, a place-based private or family foundation or similar organization. Private sector or corporate leadership experience is desirable when combined with community involvement demonstrated by serving on boards, committees, or task forces in significant leadership roles.



## To Be Considered

Please submit a resume and cover letter expressing your passion for the mission of Inland Northwest Community Foundation and your fit for the role to [candidateportal.waldronhr.com](https://candidateportal.waldronhr.com). Please address cover letters to Tom Waldron.

A team from Waldron is assisting the search for the next CEO of Inland Northwest Community Foundation:

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Waldron is honored to work with INWCF in the search for a CEO. INWCF does amazing work, and we are doing our best to recruit a talented team member who will accelerate this mission. As the consulting partner strategic leaders choose to help attract, engage, and inspire effective leaders, Waldron provides a unique combination of executive search, leadership development, and career transition services across sectors and industries. Our passion is helping people and organizations realize their full potential and increase their impact.