



IDAHO
COMMUNITY
FOUNDATION



IDAHO
NONPROFIT
CENTER

POSITION DESCRIPTION

AS OF: JUNE 2025

POSITION TITLE: COMMUNITY ENGAGEMENT ASSOCIATE, NORTH
REPORTS TO: SENIOR PHILANTHROPIC DIRECTOR, IMPACT
FLSA STATUS: EXEMPT **PAYROLL STATUS:** FULL-TIME, SALARIED

About The Idaho Community Foundation

Since 1988, The Idaho Community Foundation has helped generous Idahoans strengthen the communities they call home—through philanthropy, by elevating nonprofit impact, and by connecting people and places across the state.

In 2024, we took a bold step forward by uniting with the Idaho Nonprofit Center—bringing together philanthropy and nonprofit excellence to better serve Idaho. Grounded in trust, collaboration, and a shared belief in what's possible, we're investing in solutions that help communities thrive. Our vision is simple: Idaho is a place of possibility where everyone contributes to thriving communities.

Position Summary

This position guides and expands our collective giving programs to advance our mission. As a regional representative of The Idaho Community Foundation (ICF), it will support growth of the Idaho Gives program, affiliates & giving circles, support the outreach for nonprofit & business membership, and be a champion for nonprofit capacity building programs. This position builds relationships with philanthropic community members, the business community, and nonprofits, serving as a key link between Idaho communities. This position is based in North Idaho generally including the counties of Adams, Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce, Shoshone, and Valley (Region).

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Identify, steward, and solicit business engagement opportunities with Idaho Gives, program sponsorship, and business affiliate membership
- Support existing community groups such as affiliates & giving circles of ICF with donor stewardship, marketing, and related support, in collaboration with all other teams
- Complete research for prospective community groups to join ICF's network in partnership with other teams with a goal of adding new groups at scale
- Support nonprofit member recruitment and retention strategies and support nonprofits in the Region by offering resources, guidance, and engagement opportunities to maximize their participation and impact

- Collaborate with the Marketing and Communications team to engage local media partners in promotional opportunities and create and curate content for Idaho Gives

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Bachelor's degree in related field
- Three to five years of relevant experience
- Experience in the nonprofit or foundation sector desired
- A combination of experience and education may be considered
- Aptitude to be a public-facing team player comfortable with cultivating relationships with community partners
- Ability to facilitate nonprofit fundraising, public speaking, public relations, and relationship management
- Proficiency with Microsoft Office to include Word, Excel, Outlook, Teams and PowerPoint
- Experience with integrated databases such as AkoyaGO is highly desirable
- Excellent accuracy and strong attention to detail with the capacity to maintain a high level of quality in work-related tasks
- Outstanding project management skills collaborating effectively across teams
- Critical thinking and problem-solving with the ability to work independently and as part of a team
- Outstanding professional written, verbal, and interpersonal skills
- Must maintain a high level of confidentiality

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- Working conditions are generally in an office environment. Occasional physical exertion, such as lifting, standing, bending, or reaching, is required
- Dedicated work from home space is required as this position is considered remote without proximity to established office locations
- Must be able to travel regularly within the Region, periodically throughout Idaho and occasionally outside the state which requires reliable transportation

Note: This position description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. The organization is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.