



PART-TIME MANAGING DIRECTOR UNIVERSITY CHRISTIAN CHURCH LEGACY FOUNDATION

About the Legacy Foundation

The University Christian Church Legacy Foundation is a Seattle-based foundation whose mission is to support and encourage children, youth, and families who have experienced trauma and homelessness. A Board of Directors manages an endowment of about eleven million dollars. The Foundation anticipates a first round of grants in the Winter 2021-22.

Position Overview

The Foundation Managing Director will create systems and community relationships to help the Foundation fulfill its mission. Prior foundation experience is important. The Foundation is a virtual operation with some in-person work in the Greater Seattle area. This is a part-time position.

Skills and Desired Characteristics

- Strong organizational leadership skills and experience.
- Previous work in the philanthropic sector, which could include leadership in a non-profit direct service or advocacy organization, or of a faith-based or community-based organization.
- Empathy for the lived experience of homelessness and social exclusion.
- Strong communication skills and experience, including clear writing and verbal/oral communication, social media, website and database management.
- Ability to maintain high level of integrity, ethics, and sound judgment.
- Strategic thinker, takes initiative, and executes strategies, self-directed with strong attention to detail.
- Strong background working or consulting with non-profit Boards and executives.
- Personal commitment to and a track record of working towards a just society.
- Embody the value of cultural humility, which includes the principles of:
 - 1) lifelong learning and self-reflection;
 - 2) recognize and change power imbalances;
 - 3) acknowledge institutional accountability.

Primary Tasks

- Build relationships in the community to enable the Foundation to have ongoing supportive connections with grant recipients.
- Research best practices and establish an online grant system.
- Oversee the creation of Foundation website, provide updates as needed.
- Serve as initial point of contact for Foundation or grant inquiries. Respond and redirect.
- Conduct intake of interested applicants and due diligence of prospective grantees, ensure that all grantee charitable organizations meet the criteria for grant recipients in accordance with the IRS requirements.
- Assist grantees and applicants with navigating an online grant system (via phone, email, Zoom).
- Schedule site visits and other meetings with Foundation board.

- Process interim and final reports from grantees.
- Provide administrative and logistical support to the Foundation board such as: preparation for Board meetings, grant approvals, prepare check requests, and create and mail contracts/letters.
- Oversee accounting and bookkeeping process. Manage the Foundation files.
- Provide additional support needed to carry out the mission of the Foundation.

Salary and Hours: Salary range: \$40,000 to \$50,000/year for .50 FTE. Benefits negotiable.

Additional Details

- The Foundation Managing Director reports to Foundation President.
- The Foundation Managing Director's job performance will be reviewed by Executive Committee of the board after the first month of employment, at six months, and then annually.
- The University Christian Church Legacy Foundation is committed to hiring a diverse workforce and all qualified applicants are encouraged to apply. Diversity may include the lived experience of homelessness and/or social exclusion.

Application Process

- Email a one-page cover letter and resume of no more than 2 pages to: uchristianlegacy@gmail.com
- Applications will be received until September 30 with interviews taking place in October.
- Employment to begin November 1, 2021 (start date negotiable).
- The application process will remain open until the position is filled.

VISION, MISSION, and VALUES

FORMATION: The University Christian Church Legacy Foundation was formed by the University Christian Church congregation in the spring of 2018 as they prepared to sell the building and join forces with Lake City Christian Church and create a new community, Journey Christian Church. The congregation desired that the Legacy Foundation would carry on some portion of the historic ministry of the church with particular care to steward University Christian Church's legacy of ministry on behalf of social justice, mercy, and solidarity with those navigating poverty or injustice. In preparation to receive the funds from the sale of the property the UCC Legacy Foundation Board began to meet in the summer of 2018. Since that beginning the board has worked to determine an intentional focus of our vision and mission and to clearly articulate our values.

As we worked and discerned our priorities, our calling became clear:

- serve children, youth and families who are experiencing homelessness;
- address the crises that can lead to homelessness;
- and address related crises for which ongoing support could be a gift and grace.

OUR VISION: that all families, children, and youth may thrive and grow.

OUR MISSION: to support children, youth, and families who have experienced or are experiencing trauma and for whom ongoing assistance could help break down barriers to stability.

CORE VALUES: In witness to the wholeness of the human family we envision a Beloved Community where all are included and encouraged, with particular focus on the children, youth and families most vulnerable to systemic poverty, trauma, and barriers to help.

OUR PROCESS: DIRECT SUPPORT AND ADVOCACY

Through grants to non-profits, we seek to support, preserve, and protect the dignity of those who find themselves on the edge of society. Through grants to advocacy groups, we seek to support systemic, compassionate, and just public policies.

Adopted August 20, 2021