



CHIEF PHILANTHROPY OFFICER
GREATER TACOMA COMMUNITY FOUNDATION
Tacoma, Washington



The Aspen Leadership Group is proud to partner with the Greater Tacoma Community Foundation in the search for a Chief Philanthropy Officer.

The Chief Philanthropy Officer will add to and build out a philanthropic team with the skills needed to drive the strategic plan of Greater Tacoma Community Foundation (GTCF) while bringing strong experience in the tools and processes to help GTCF donors meet their philanthropic goals. The Chief Philanthropy Officer will serve as an active member of the organization's Leadership Team, guiding the strategy and priorities for GTCF philanthropy services and serving as a trusted steward of new and existing relationships with respect for diverse opinions, goals, and communication styles. The Chief Philanthropy Officer will contribute to the design process that will result in refined impact metrics, data, and the narrative analysis that will tell the community stories around inclusive and aligned philanthropy. As a leader in the philanthropic sector, the Chief Philanthropy Officer will engage regional and national partners in modeling best practices for philanthropic engagement, trust-based philanthropy, and philanthropy for systems change.

Greater Tacoma Community Foundation is a nationally accredited nonprofit community foundation that has been partnering with Pierce County community members since 1981, when three county leaders were inspired to create an organization that could support the needs and opportunities of the growing community. GTCF began with \$10,000 in assets and a goal of being a catalyst to convince disparate groups to work together towards a common objective. In the four decades since, GTCF has grown significantly, reaching more than \$160 million in total assets, overseeing more than 450 funds, and giving out more than \$150 million in grants and scholarships. Through endowed resources, individually directed grants, and community partnerships, GTCF is a force for positive change.

GTCF has a mission to build a thriving Pierce County now and for generations to come as a catalyst, connector, and knowledge facilitator. Focusing on values of building trust, advancing equity, growing relationships, and continuous learning, GTCF remains committed to connecting people, knowledge, and funding to build a racially equitable, accessible, inclusive Pierce County.

Partnerships are key in ensuring success towards Greater Tacoma Community Foundation's goals. GTCF updated its [Strategic Framework](#) to formally recognize the importance of racial equity, access, and inclusion for Pierce County to thrive. Along with this, GTCF is creating opportunities and pathways for fund advisors and aligned funders to achieve greater impact through the principles of continuous learning, trust-based philanthropy, racial equity, and relationship-driven community knowledge. At the same time, GTCF is also committing its discretionary funding and community impact resources to catalyze community identification and removal of system barriers rooted in racism around four key building blocks of generational wealth: housing; thriving children and youth; access to capital; and civic voice and power.

REPORTING RELATIONSHIPS

The Chief Philanthropy Officer will report to the President and Chief Executive Officer, Kathi Littmann and serve on the organization's Leadership Team. The Chief Philanthropy Officer will oversee a team currently comprised of two staff with current budget for further growth.

FROM THE PRESIDENT AND CHIEF EXECUTIVE OFFICER

Community Foundations are by design intended to reflect and serve their unique communities. Greater Tacoma Community Foundation was launched in 1981 by a small but mighty group of community leaders to ensure a thriving Pierce County for generations. The founder's initial \$10,000 investment has grown to more than \$160 million in assets. We are often sought out by regional and national foundations (such as Gates, Raikes, Satterberg, The Russell Family Foundation, National Philanthropy Trust, Wallace Foundation) to serve as an intermediary furthering their goals in Pierce County. GTCF is widely recognized as a cutting-edge community foundation, with a culture of trust-based and aligned philanthropy grounded in equity, justice, and inclusion.

Pierce County prides itself on its grit and “get it done together” attitude. We are fortunate enough to reside in the center of the Puget Sound region, surrounded by mountain ranges, beaches and water fronts, and a great diversity of rural and urban lifestyles. Seattle and Vancouver are within easy access; in fact, many of our neighbors are discovering that Pierce County is a great place to live regardless of where you work. Pierce County is home to five high quality post-secondary institutions supporting a workforce anchored by the Seattle/Tacoma Port, Joint Base Lewis McCord, multiple medical networks, world class museums and arts community, and a robust entrepreneurial business environment.

2022 was a year of intense reflection and community conversations looking at lessons learned from our initiatives over the last eight years (including our COVID responses), our move to a hybrid working environment, and the biggest challenges and opportunities facing Pierce County over the next 10 years. Out of this year of reflection, the GTCF Board approved a Strategic Framework, intended to guide us as a learning organization over the next decade, envisioning “A racially equitable, accessible, inclusive Pierce County where all people can shape and activate the systems that affect our communities.”

The Chief Philanthropic Officer position is an opportunity to join a highly skilled team and Board with diversity, equity, justice, and inclusion in our core DNA.

Finally, I want to recognize that taking on systems change is hard work, a marathon not a sprint. The barriers to a thriving Pierce County for many of our neighbors are pervasive, historical, and at times can seem overwhelming. I am so grateful for our Board's commitment to our mission, and a staff that finds joy in the impact that we see in our community as a result of our work. I invite you to join us!

—Kathi Littmann, President and Chief Executive Officer

GREATER TACOMA COMMUNITY FOUNDATION'S COMMITMENT TO RACIAL EQUITY AND JUSTICE

Greater Tacoma Community Foundation strives for a racially equitable, accessible, inclusive Pierce County where all people can shape and activate the systems that affect the community. GTCF is committed as an organization to do the work both internally and externally, working together with community partners and funders, to end systemic injustice and dismantle the institutional racism that disproportionately impacts the Black community and all people of color.

Greater Tacoma Community Foundation is committed to treating all employees and applicants equally. GTCF values diversity within its staff and is committed to ensuring equal employment opportunity in all aspects of the employment relationship. GTCF has been and will continue to be committed to providing a work environment where all employees are treated with respect.

PRIMARY RESPONSIBILITIES

Philanthropy Team Leadership

The Chief Philanthropy Officer will

- lead the philanthropy team to develop and implement philanthropic tools and strategies to engage individuals, families, nonprofits, aligned philanthropic partners, and professional advisors to drive assets to and through GTCF and move it toward its vision for a thriving, engaged Pierce County;
- work in partnership as a close and valued colleague with the the GTCF team, fostering and supporting cross-team collaboration, serving as a knowledge resource and thought partner to other GTCF team members, and enabling them to do their best work;
- work in a co-design approach with GTCF fund advisors and aligned philanthropic partners to inspire catalytic philanthropic efforts in Pierce County that help create generational wealth and allow for a racially equitable, thriving community;
- assure sound fiscal and legal operation of the philanthropy team including timely, accurate, and comprehensive budget creation, reporting, monitoring, and implementation, ensuring accountability and legal compliance standards for all donors and funding sources; and
- ensure that there are systems, processes, and policies in place that maximize team member time and effectiveness, increase fund advisor satisfaction and philanthropic impact, and ensure the sustainability of the philanthropy team's work, regardless of personnel change.

Community Leadership and Engagement

The Chief Philanthropy Officer will

- represent GTCF in the community, listen and learn, and serve as a trusted philanthropic advisor to fund advisors, community partners, civic and business leaders, and other stakeholders who will help move the collective work of GTCF forward;
- deliver presentations to build awareness of GTCF and charitable giving options;
- engage the GTCF Ambassador Committee through meetings, events, and communications;
- support initiatives and special projects that promote philanthropy;
- build external relationships through local, regional, and national associates that inspire and promote philanthropy; and
- integrate equity principles throughout philanthropic work, internally and externally.

Relationship Building and Stewardship

The Chief Philanthropy Officer will

- design and lead the implementation of an iterative stewardship strategy to support agency funds and their nonprofit leadership fund advisors in fulfilling their goals;
- manage a dynamic portfolio of active and prospective agency funds to ensure active engagement and dependable relationships;
- build confidence in GTCF as a trusted philanthropic steward and resource;
- leverage existing relationships and build the next generation of nonprofit agency funds;
- work cross-team to resolve and develop creative solutions to fund advisor requests; and
- provide timely content, expertise, and resources for marketing and communications outreach to inspire, inform, and educate constituents on charitable giving.

Individual, Family & Nonprofit Philanthropic Advising

The Chief Philanthropy Officer will

- cultivate active and potential nonprofits interested in utilizing an agency fund as a vehicle to achieve their organization's goals, providing them with philanthropic knowledge to support their agency today and in the future;
- understand, advise, document, and steward agency intentions and objectives through fund agreements and database records;
- provide opportunities to connect the work of nonprofit agency fund advisors with community needs and opportunities;
- collaborate with professional advisors and draw on a working knowledge of current giving strategies involving cash, securities, qualified charitable distributions, charitable gift annuities, donor-advised funds, endowments, beneficiary designations, wills, and trusts; and
- exhibit dedication to the integration of diversity, equity, inclusion, and access, as well as the principles of trust-based philanthropy into philanthropic advising.

LEADERSHIP

Kathi Littmann

President and Chief Executive Officer

Kathi Littmann is President and Chief Executive Officer for Greater Tacoma Community Foundation, a position that she has held since 2015. A public, private, and nonprofit leader with more than two decades of executive-level experience, Kathi's career spans prominent positions across diverse industries, ranging from public education leadership to commercial construction management. Throughout her career, Kathi has worked to help build deep community involvement to help create opportunities for people to live healthy, happy, and productive lives. Whether she was building innovative teacher-centered professional learning systems for The Bill & Melinda Gates Foundation, launching learning initiatives with leadership and teachers on U.S. Military Base campuses across the world, or managing multi-billion-dollar construction programs, Kathi has worked to empower teams of diverse stakeholders to work together toward a shared impact.

Kathi was recognized early in her career by the International Women's Foundation for minority and small business opportunity engagement. She also received the construction industry's most prestigious honor, the Engineering News Record Award of Excellence, in 2003 for her team's work to launch 175 new schools and additions across greater Los Angeles. Kathi began her career as a middle school English teacher and holds an EdD in Educational Leadership for Social Justice from Loyola and a Master of Education from Marymount University. She is also a 2005 Broad Urban Superintendents Academy fellow.

Mo Mousa

Chief Financial Officer

Mo Mousa is Chief Financial Officer for Greater Tacoma Community Foundation. Mo brings over 30 years of experience in financial management, audit, treasury, human resources, operations, information technology, and investments to his role. Prior to GTCF, Mo worked for Arthur Andersen & Co. as a senior auditor and spent over nine years working for a Seattle venture capital firm. He also has held senior level positions in high-tech publicly traded companies and bio-tech companies. Mo is a Certified Public Accountant and holds an MBA in Accountancy from Kansas State University.

Megan Sukys**Chief Strategy and Communications Officer**

Megan Sukys is Chief Strategy and Communications Officer for Greater Tacoma Community Foundation. Since 2017, Megan has developed communications strategy and implementation to connect Pierce County community voices and knowledge to GTCF's philanthropic investments and supports while elevating learning stories about the work, people, and ideas that make the community stronger. A native of North Carolina, Megan moved to Tacoma in 1999. Before GTCF, she produced and shared stories of life in the Pacific Northwest as an Executive Producer and Host on KUOW-NPR Seattle for 12 years. She also works as an independent story consultant, tapping into a toolkit of scientific, social, journalistic, and artistic approaches to build clarity, knowledge, and relationships at the individual, organizational, and community level. In addition, she shares her own stories on-stage and online as a writer, performer, and MC. Megan holds a BA in Theatre Arts from The University of the South-Sewanee in Tennessee. She's also a graduate of the North Carolina School of Science and Math.

Seth Kirby**Chief Impact Officer**

Seth Kirby is Chief Impact Officer for Greater Tacoma Community Foundation. Since joining GTCF in 2019, Seth has brought together aligned philanthropic partners and community-based experts to understand existing priorities, synthesize gaps and opportunities, and transform ideas into action for a racially equitable, accessible, inclusive Pierce County. He loves collaborating with others to catalyze lasting connections and investments in systems change. Prior to GTCF, Seth served as the Executive Director of Oasis Youth Center, the area's LGBTQ+ youth center, where he helped develop and implement nationally recognized programming to support young people, their families, and youth serving systems. Seth also worked in state government, leading policy analysis and implementation around a range of civil rights issues including disability access, racial disproportionality, veteran's protections, and sexual orientation and gender identity. Seth served for a decade on the Pride Foundation Board of Directors and is currently Vice Chair of the Group Health Foundation Board of Directors. Seth holds an MPA degree from The Evergreen State College.

PREFERRED COMPETENCIES AND QUALIFICATIONS

The Greater Tacoma Community Foundation seeks a Chief Philanthropy Officer with

- a commitment to mission of the Greater Tacoma Community Foundation—to connect people, knowledge, and funding to build a racially equitable, accessible, inclusive Pierce County, now and for generations to come;
- knowledge of a wide range of revenue generation opportunities that impact a large community of nonprofit organizations;
- experience building a hands-on approach to a community foundation revenue program;
- a deep understanding of the trends in philanthropy and the competitive advantage of working with a community foundation;
- significant campaign experience including complex gifts, investment, impact investing, donor advised funds, venture philanthropy, and an understanding of the latest trends in community social impact giving;
- an ongoing commitment to diversity, equity, inclusion, and access principles and learning, and a commitment to creating a racially equitable, thriving Pierce County community for everyone;
- an understanding of the principles of trust-based philanthropy;
- a history of forging successful donor relationships;
- knowledge of community foundations and community foundation operating principles;
- strong business acumen;

- an ability to bring a human-first approach to managing staff, enhanced by an internal and external community of stakeholders;
- strong strategic thinking and analytical skills and an ability to see the holistic picture of an organization and opportunity, and take an idea from conception to implementation through collaboration with confidence;
- exceptional written and oral communication and relationship building skills;
- an ability to inspire, influence, and educate a wide range of stakeholders; and
- familiarity with professional networks such as Philanthropy Northwest, The American College Alumni Network, AFP Northwest, South Sound Planned Giving Council, etc. (a plus).

A bachelor's degree or an equivalent combination of education and experience is required for this position as is at seven years of professional, relevant experience in an organization of similar size and scope.

SALARY AND BENEFITS

The salary range for this position is \$125,000 to \$175,000 annually. The Greater Tacoma Community Foundation offers a comprehensive package of benefits.

LOCATION

This position is in Pierce County Washington.

APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. ***Cover letters should be responsive to the mission of the Greater Tacoma Community Foundation as well as the responsibilities and qualifications presented in the prospectus.*** Preference will be given to applications received by April 3, 2023.

To apply for this position, visit: [Chief Philanthropy Officer, Greater Tacoma Community Foundation](#).

To nominate a candidate, please contact Patrick Key, patrickkey@aspenleadershipgroup.com.

All inquiries will be held in confidence.