

Director of Equity, Inclusion and Community Engagement Job Description

FSLA Status: Exempt

Reports to: President and CEO

General Purpose

The Director of Equity, Inclusion and Community Engagement will support Caring for Colorado's mission to create equity in health, well-being and opportunity for children, youth, and families by strengthening the foundation's engagement with communities of color and people experiencing systemic injustice. The Director will work internally in the organization, serving as a support to leadership and staff to improve and strengthen our work as an inclusive and equitable grantmaker. Further, the Director will listen to and engage communities least heard and bring forward their experiences to inform how Caring for Colorado can best meet community identified needs during a time of disruption and transformation in Colorado.

We believe social change happens when people with a wide range of backgrounds, experiences, and identities come together with common purpose. We are committed to building a diverse team that will help improve the lives of Colorado's children and their families. We encourage candidates from all backgrounds to apply.

Essential Duties/Responsibilities

Develop and manage a statewide, time-limited initiative in coronavirus response and recovery.

- Assume a leadership role in developing the priorities and funding strategies for a new, two-year, \$9 million initiative to support community level coronavirus response and recovery. Development will require deep listening and regular engagement with communities most affected.
- Develop strategies for community input and shared decision making for equitable, timely and practical coronavirus response and recovery funding for affected communities and populations.
- Review and evaluate grant requests and guide decision making with community input. Manage a portfolio of active grants.
- Track outcomes and evaluate the grantmaking approach to see if lessons learned can be applied to other aspects of CFC work.
- Develop partnerships with other funders for aligned work.
- Provide community health expertise for the Foundation and serve as a subject matter resource for community organizations and other partners working to improve coronavirus response in Colorado.
- Monitor sources of information to maintain an understanding of important issues and emerging trends that may influence the Foundation's strategies.
- Supervise any personnel hired to support this position.

Lead CFC's internal Diversity, Equity, and Inclusion (DEI) Committee and work with the CFC Leadership Team to implement an organizational DEI workplan.

- Review and revitalize CFC's diversity, equity and inclusion assessment and workplan.
- Review, recommend and support implementation of new policies and practices within CFC to promote equitable and inclusive foundation operations and philanthropic programs.
- Support CFC initiatives and grantmaking by providing consultation on equity and inclusion in decision making, outreach and communication.
- Support staff training and professional development.
- Work with the CEO and Board Chair on equitable practices with the CFC Board of Directors.

Develop and implement a community engagement strategy for the organization.

- Support Foundation outreach and engagement for community-led initiatives, grantmaking and other community-based projects.
- Work with Program Leads to determine goals, measures, and implementation of community engagement activities.
- Guide CFC communication efforts to ensure communication is effective across diverse audiences and communities.

Develop and monitor key performance indicators, and analyze and share observations regarding internal and external equity and inclusion metrics

- Monitor progress toward our equity and inclusion vision and goals.
- Recommend relevant adaptation of CFC activities and actions in accordance with our learning.

Desired Skills and Qualifications

- Knowledge about the social determinants of health; diversity, equity and inclusion principles and practices; historical constructs of racism and oppression and how they impact health and well-being; the nonprofit sector, and the public health and human service systems in Colorado.
- Strong strategy development and project management skills with the ability to complete work within deadlines.
- Strong communication skills with the ability to translate complex ideas into easy-to-understand concepts via one-on-one, small group, large group presentations and written communication.
- Expertise in facilitation and stakeholder engagement.
- Excellent interpersonal, customer service and collaboration skills with the ability to form relationships and partnerships naturally and authentically.
- Strong analytic and critical reasoning skills.
- Sense of humor, humility, and curiosity.
- Substantial, recent experience working with organizations in Colorado.
- Motivated and committed to the foundation's mission and with a strong desire to work toward health equity and improve health for children, youth, and families in Colorado.
- Self-starter, independent worker with a team-oriented approach to work.
- Bi-lingual in Spanish is preferred.

Requirements

- Experience working in community-based settings addressing the needs of marginalized communities in Colorado with growing levels of leadership and responsibility, over time.
- Background in public health, public policy, education, community health, community organizing, nonprofit direct service or community social work as demonstrated by education or relevant work experience.
- Experience working in/with populations most affected by coronavirus including communities of color, immigrant communities, people living on low-income or other populations such as LGBTQ+, Latinx, Black, Indigenous populations or people with disabilities.
- The ability to travel throughout the state including overnight travel. Incumbent must be able to drive with a valid Colorado driver's license or be able to arrange other reliable means of transportation.

Salary and Work Environment:

- Annual salary range is \$100,000 - \$115,000.
- Caring for Colorado offers a comprehensive benefits package including health insurance, 401k plan, paid time off and paid leave.
- Work is based out of the Caring for Colorado office in Denver and is generally performed within an office environment, with standard office equipment. In September, Caring for Colorado will move to a new office at 1635 W. 13th Avenue, Denver, CO.
- In response to social distancing guidelines, the foundation is operating on a modified work and travel schedule. The work environment described above reflects the Foundation's standard operating structure. Both remote work and business travel expectations are subject to change.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job related instructions and perform job related duties as may be reasonably assigned by his/her supervisor.

To Apply:

Prospective candidates must submit the following to be considered for the position:

- Letter of interest
- Resume
- List of three references (email address and telephone number), one of whom is/was an immediate supervisor who has firsthand knowledge of applicant's professional abilities (references will not be contacted without prior notification to candidates).

Applications must be received by August 10, 2020. Applications should be emailed to ecarpenter@caringforcolorado.org. No phone calls, please.

For additional information about Caring for Colorado Foundation, consult the foundation's website at www.caringforcolorado.org.

About Caring for Colorado Foundation

Caring for Colorado works with communities to accelerate change to improve the lives and health of Colorado's children, youth, and families. We are a grantmaking foundation, created in 1999 from the proceeds of the sale of Blue Cross Blue Shield of Colorado. Our vision is that Colorado's children and families are happy, healthy, and thriving and our purpose is creating equity in health, well-being and opportunity for Colorado's children and families.

We believe that Colorado prospers when all our children, youth and families thrive. We intentionally direct our resources to those denied opportunity in our society. We stand together with communities to create policies, environments and systems that support the goal that every child in Colorado has love, stability, support, and opportunity.

Our talented and dedicated staff work across Colorado with communities and organizations to make positive changes in health every day. We are looking for people who share our values of integrity, inclusion, and commitment. We take our jobs in creating equity for children and families seriously and our team is dedicated to this purpose – both personally and professionally. We are committed to listening, learning, and responding in ways that elevate the communities we work with and support their leadership to build new systems.

Caring for Colorado is an equal opportunity employer.
