

Job Title: **Philanthropy Associate**
Reports to: **Director, Colorado Collaborative for Reproductive Health Equity**
FLSA Status: **Exempt**

Position Summary

The Colorado Collaborative for Reproductive Health Equity (the Collaborative) is an initiative jointly funded by Caring for Colorado Foundation and The Colorado Health Foundation. The focus of our work is to ensure a robust reproductive health care system in Colorado that is grounded in and upholds reproductive health equity, and authentically engages with Colorado communities in planning and implementing its work, so that all people have access to the information and services they need to make informed decisions about their reproductive health and fertility.

We are currently seeking a Philanthropy Associate to work with a small team to advance the work of the Collaborative. The Philanthropy Associate will be responsible for managing current operations of the Collaborative and working with the Director to develop future strategies. The **Philanthropy Associate** reports to the Director of the Colorado Collaborative for Reproductive Health Equity.

Values of the Colorado Collaborative for Reproductive Health Equity

The Colorado Collaborative for Reproductive Health Equity seeks to ensure a robust reproductive health care system in Colorado that is grounded in and proactive in practicing reproductive health equity. Collectively with partners, aligned philanthropy, and advocates, we strive to authentically engage with Colorado communities in planning and implementing efforts that cultivate system changes for all people to have access to the information and services they need to make informed decisions about their reproductive health. The Collaborative strives to:

- Apply a reproductive health equity lens to its practices in grantmaking, partnerships, and collaboration.
- Ensure that communities are engaged in a manner that is relevant and responsive.
- Maintain Colorado's leadership in reproductive health and continually push for the evolution and progress of Colorado's health systems.
- Ensure reproductive health access to care for all Coloradoans, regardless of age, race, sex, gender, physical ability, language, immigrant status, or ability to pay.
- Be proactive in its grantmaking strategies and dynamic in its responses to emerging needs.
- Promote and engage leaders from communities most affected by disparities caused by racism and structural barriers to health care.

Essential Duties & Responsibilities

Operations (35%): In collaboration with the Director and other staff the Philanthropy Associate will execute the objectives of the Collaborative and manage the day-to-day operations of the Collaborative; the Collaborative is therefore looking for an experienced project/program manager. Activities associated with this duty include:

- a. Managing projects as proposed and/or assigned, including appropriate set-up, maintenance, and close-out of projects within project management software (Asana);
- b. Writing reports, briefs, and other materials for internal and external stakeholders;
- c. Regularly maintaining written and electronic records (e.g. meetings, correspondence, grant requests, forms, and financial transactions, etc.);
- d. Manage existing and future vendors, including scope of work and budget development, contract execution and monitoring of deliverables, scope, and budget, et al;

- e. Processing and documenting invoices via the CFC accounting process (SAGE Intacct software).

Strategy (20%): In collaboration with the Director and other staff, the Philanthropy Associate will contribute to the development of project goals, objectives, and other strategic planning activities for the Collaborative. Activities associated with this duty include:

- a. Strategic Planning: designing/creating materials (e.g., theory of change, milestones, briefs, etc.), participating in strategic planning processes and discussions, etc.
- b. Knowledge Management: Contribute to the Collaborative's efforts to hold deep knowledge of and expertise in the field of sexual and reproductive health and justice, and of the philanthropic landscape, particularly philanthropy's role within this field in Colorado and nationally. Identify evidence-based programs, new initiatives, or promising approaches that align with the goals and strategies of the Collaborative.
- c. Relationship Management: In partnership with the Director, the Philanthropy Associate will be responsible for establishing and maintaining internal relationships across teams within Caring for Colorado Foundation, as well as establishing and maintaining external relationships with individuals and organizations across communities in Colorado and nationally that can provide information and insight to enhance the Collaborative's effectiveness in this field.

Grantmaking (30%): With oversight by the Director, the Philanthropy Associate is responsible for managing the grants process for the Collaborative, to include: research and identification of promising projects and grantees, requests for proposal, screening and review, grant agreements, payment, reporting, and monitoring and evaluation. The Philanthropy Associate also will contribute information towards the Collaborative's work in building capacity and expertise, as well as in adhering to and/or refining the budgetary and grant review process. Activities associated with this duty include:

- a. Grants Management: researching, identifying, and proposing new funding opportunities; creating and tracking of new grants within grants management system (Fluxx); monitoring and closing out of executed grants; creating reports, et al.
- b. Providing technical assistance, subject matter expertise (where applicable), and operational support to current/potential grantees, including project planning, implementation, and assessment.

Communications (15%): In collaboration with the Director, the foundation's communications department, and associated contractors, the Philanthropy Associate will contribute to the overarching communications strategy and will be responsible for drafting content (e.g. social media, newsletter, website/blog updates, etc.) that represents the Collaborative's mission, values, and objectives.

Minimum Requirements:

- This position requires a high level of comfort and knowledge on the use of technology including computers and software, databases, tele-communication equipment, and web-based applications.
- Demonstrated work experience related to these functions is required. Bachelor's degree is preferred.
Philanthropy Associate must be able to drive with a valid driver's license or be able to arrange for other reliable means of transportation.

Knowledge, Skills, Experience & Abilities Sought:

The ideal candidate possesses the following qualities and technical skills:

- 5-7 years of relevant work experience
- Track record of coordinating successful initiatives that begin with initial concepts

- Knowledge/expertise in health equity, with a focus on sexual and reproductive health and justice, particularly from a community-facing perspective.
- Respectful, ethical, and motivated to be a positive force for health equity and justice.
- Solid research and analytic skills and writing ability; an ability to pull insights from disparate and large bodies of knowledge, and synthesize findings and complex concepts to develop briefs and recommendations.
- Strong interpersonal communication and collaboration skills.
- An energetic self-starter able to work independently as well as within a team.
- Willingness to take on new challenges and learn new skills as needed to perform duties effectively and efficiently.
- Proven skill in Microsoft Office applications including Word, Excel, PowerPoint, and Outlook.
- Ability to learn and become proficient in grants management software (experience with Fluxx preferred), including the ability to generate reports, upload content, and assist grantees with troubleshooting.
- Knowledgeable and/or able to learn web-based productivity/project management tools (Asana experience highly desired).
- Proficient in using communications platforms such as MailChimp, WordPress, Twitter, and Facebook.
- Represent CFC with enthusiasm, engagement, and expertise at external events and meetings.

Salary & Work Environment:

- The salary range for this position is anticipated to be: \$65,000 - \$75,000.
- The position is full-time, at 40 hours per week. Alternative schedules, including designated telework days, are available depending on the qualifications of the candidate.
- Caring for Colorado Foundation offers a comprehensive benefits package, including medical, dental, and vision insurance, 401(k) plan (including employer match), paid time off, and paid leave.
- The Philanthropy Associate will be based out of Caring for Colorado's Denver office.
- This position may require occasional travel to meetings and events within Colorado and the U.S.

To succeed in this position, an individual must be able to perform each essential duty satisfactorily. Requirements for this position are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

**This position description identifies the key responsibilities and expectations for performance; it does not and 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 reasonably assigned by their supervisor.

How 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 **5 pm, Friday, June 18, 2021**. Applications should be emailed to Christine Sandoval at csandoval@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.

For additional information about Caring for Colorado Foundation, visit the foundation's website at:

www.caringforcolorado.org.

Caring for Colorado Foundation is an Equal Opportunity Employer