

Job Title: **Place-Based Philanthropy Associate**
Reports to: **Vice President of Philanthropy**
FLSA Status: **Non-Exempt**

Position Summary:

The Place-Based Philanthropy Associate works with the Vice President of Philanthropy and the Place-Based Philanthropy Assistant in the Foundation's Pueblo office and is an essential member of the Caring for Colorado team. The Place-based Philanthropy Associate manages the grantmaking process for the Sperry S. and Ella Graber Packard Fund for Pueblo (Packard Fund). In this role, the Place-Based Philanthropy Associate works in partnership with the Packard Fund Advisory Board and the VP of Philanthropy to:

- Execute the grantmaking process.
- Provide subject matter expertise related to funding priorities and approach.
- Engage with community partners and experts in the field.
- Advocate for community and nonprofit resources.

The Place-Based Philanthropy Associate is expected to develop and maintain a variety of relationships in the community and a knowledge base of local issues and current trends in promoting and improving health and well-being for children, youth, and families.

The Place-Based Philanthropy Associate also works with the Denver-based philanthropy team and may take on assignments to support Caring for Colorado's statewide mission, as needed.

At Caring for 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 team that is dedicated to improving the health, well-being, and opportunities for Pueblo's and Colorado's children and their families

Essential Duties and Responsibilities:

Grantmaking:

- Manage grantmaking timelines and communication about Packard funding opportunities.
- Conduct due diligence on grant proposals, including narrative and financial reviews, and participate in site visits in partnership with Advisory Board Members and the VP of Philanthropy.
- Draft clear and concise written recommendations for funding and support preparation of grant materials for team, Advisory Board, and Centennial Fund Board review.
- Research, monitor, and bring forward issues and trends related to the Packard Fund's focus areas, funding approach, and local community insights, including gathering and synthesizing information and data.
- Prepare written briefs, presentations, and other communications materials.
- Support grantmaking processes to ensure appropriate documentation is secured and maintain accurate records in the grants management system.
- Monitor grantee progress by reviewing reports and engaging with grantees.
- Develop an end of year report, detailing Packard grantmaking activities and progress toward strategic planning goals.
- Master-level user of CFC's grantmaking software program, FLUXX, and project management software,

- Asana (training to be provided, if needed).
- Actively engage in and support CFC's statewide functions as a member of the Philanthropy Team.

Community Engagement

- Assist grant-seekers in understanding the foundation's grantmaking process, priorities and systems and respond to requests from grant-seekers and grantees.
- Connect partners to other foundations and community resources and participate in meetings, workshops, coalitions and convenings.
- Support the development and engagement of Advisory Board members.
- Support the Packard Fund's strategic planning efforts in Pueblo County.

Teamwork

- Serve as a member of the Philanthropy Team, supporting statewide efforts as needed.
- Serve as a member of the Sperry S. and Ella Graber Packard Fund for Pueblo team, supporting the grantmaking functions and program-related work of the Fund.
- Engage in organizational activities to support development of relationships, organizational culture, and personal growth.

Minimum Work and Educational Requirements:

To be considered, the candidate must have the following:

- A broad knowledge of and deep connection to the Pueblo community.
- Current residence in Pueblo County or willingness to relocate.
- Minimum of 5 years of professional work experience in the nonprofit sector, local government, health, human services, public health, or education.
- Associates degree required; Bachelor's degree preferred.
- Proven mastery of Microsoft Office applications including Word, Excel, PowerPoint, and Outlook.
- The ability to travel throughout Colorado, including some overnight travel. Must be able to drive with a valid Colorado driver's license or be able to arrange other reliable means of transportation.
- Ability to pass a background check and show proof of immunization for COVID-19. Immunization exemptions may be considered on an individual basis.

Knowledge, Skills, Experience and Abilities Sought:

- Commitment to being an enthusiastic member of a cross-functional team and an orientation to support Caring for Colorado Foundation in realizing its vision, mission, and values.
- Experience and commitment to addressing the inequities created by systems and policies that create barriers to health, well-being, and opportunity.
- Experience working with people of diverse backgrounds, perspectives, and cultures.
- Excellent organizational skills and attention to detail, with multi-task orientation.
- Exceptional written and verbal communication and customer service skills.
- Willingness to take on new challenges and learn new skills as needed.
- Energetic, dependable, and flexible.
- Ability to exercise good judgment and solicit help when needed.

Work Environment

- The position is based in the foundation's Pueblo office.
- Pueblo office hours are 9:00 a.m. to 5:30 p.m. We are willing to discuss an alternative schedule with the right candidate.
- Occasional travel to Denver and throughout Pueblo County and will be required.
- Occasional participation at evening events will be required.

Salary and Benefits

- Salary range is \$55,000 - \$65,000 for a full-time equivalent position. Salary will be based on experience.
- Caring for Colorado offers a comprehensive benefit package including 401K, medical and dental benefits, life and disability insurance and a family friendly work environment.

Timeline and Application Process

To learn more about Caring for Colorado visit: www.caringforcolorado.org. Caring for Colorado is an equal opportunity employer with a mission to create equity in health, well-being and opportunity for children, youth, and families.

To apply, send a cover letter explaining why you are interested in this position, resume and three professional references, one of whom is a former supervisor, to Ellie Mills, Office Assistant. Please email all documents to emills@caringforcolorado.org. No phone calls please.

Applications are due on October 15, 2021.

**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.