

## **Job Description: Programs Coordinator**

### **About The Women's Foundation of Colorado**

The Women's Foundation of Colorado (WFCO) is a unique statewide community foundation dedicated to creating more pathways to prosperity for Colorado women and their families through the power of our community, philanthropy, and impact. Since 1987, we have catalyzed community to invest in more than 30 research reports to identify the systemic barriers that keep women from earning a livable wage, help pass more than 50 pieces of legislation that have advanced economic opportunities, and fund more than \$18 million in grants to nonprofits that work with women and families in communities across the state.

### **Position Overview**

The programs coordinator will contribute to WFCO's impact in the community through our WAGES (Women Achieving Greater Economic Security) programmatic body of work. With an emphasis on grantmaking administration, the programs coordinator also will support WFCO's aligned research, nonpartisan public policy advocacy, and statewide community education and engagement efforts. A successful candidate will possess strong administrative and project management skills and have experience supporting events, projects, and meetings. The programs coordinator also will be expected to develop deep connections across the nonprofit and philanthropic sectors. This position is full-time, exempt, and reports to the director of programs.

### **Primary Responsibilities**

- Manage grantmaking system and coordinate with donor-advised and special interest fund managers for effective system management
- Manage grant application, review, and selection processes for statewide and regional grantmaking
- Coordinate with communications team on outreach about all grant-related opportunities and to effectively identify grantee success stories on an ongoing basis
- Manage direct service grantmaking committee membership recruitment and selection process and the committee's involvement in grant application review and selection processes
- Serve as primary administrative liaison to grantees including but not limited to grantmaking process, program evaluation, and other WFCO requests
- Maintain documentation of grantmaking processes using grantmaking software and internal shared drive
- Plan, coordinate, and execute logistics and take notes for grantee convenings and committee meetings
- Provide administrative support for grant applicants, grantees, and committee members, as needed
- Provide administrative and logistical support for programs staff functions, including scheduling and coordinating details for meetings and events, ordering supplies and catering, making travel arrangements, coordinating technology, and tracking expenses
- Serve as a connection to the community for general inquiries and questions about WFCO's programmatic work via email, telephone, or in person



- Support research, public policy advocacy, and community education and engagement efforts, as needed
- Coordinate the Dottie Lamm Leadership Award application and selection process annually
- Support the success of organization-wide events, such as the Annual Luncheon
- Other duties, as assigned

### **Key Competencies and Qualifications**

- Commitment to the WFCO vision, mission, and values
- At least two years of professional experience that demonstrates an ability to administer a grantmaking process and successfully manage other long-term projects
- Excellent communication (virtual and in-person), organizational, volunteer management, and project management skills
- Detail-oriented, ability to manage multiple complex projects simultaneously and meet deadlines, and eagerness to problem solve and identify solutions or systems improvements
- Demonstrated experience and commitment to inclusiveness and working with people of diverse races, ages, genders, abilities, identities, experiences, and economic backgrounds in group and one-on-one settings
- Strong passion for the advancement of all women and a keen interest in the issues that impact women's economic security
- Technological skills and troubleshooting ability, including proficiency with Microsoft Office, Google Docs and Forms, grantmaking software, and webinar/videoconferencing tools
- Ability to work in a dynamic environment and maintain flexibility
- Valid driver's license and access to reliable transportation for statewide travel

### **Preferred Qualifications**

- Public policy, advocacy, and/or community engagement experience
- Experience working for and/or knowledge of Colorado nonprofits/public programs, particularly those serving women and families
- Spanish fluency (written and spoken)

### **Physical Working Conditions & Effort Required**

- Work is typically performed in a standard office environment
- Occasional travel for community events around the state is required
- Occasional evenings and weekends are required
- The person in this position is frequently responsible for setting up for events and meetings, which may require moving equipment, furniture, and supplies weighing up to 50 pounds and positioning oneself to connect computer or electrical cords, set up banners, refreshments, etc.

### **Salary Range**

Salary range of \$47,000 – \$57,000 commensurate with experience, in addition to a generous benefits package including paid time off, medical/dental/vision insurance, a generous retirement plan match and more.



### **To Apply**

Interested candidates should forward the following to [jobs@wfco.org](mailto:jobs@wfco.org) with the subject line “Programs Coordinator” by March 18, 2019.

- PDF of cover letter
- PDF of resume
- Contact information and relationship description for three professional references

*It is the policy of The Women’s Foundation of Colorado (WFCO) not to discriminate against employees, job applications, board members, program participants, volunteers, or clients on the basis of sex, race, color, national or ethnic origin, religion, sexual orientation, gender identity, age, physical ability, military or veteran status, or any other characteristic protected under federal, state, or local law. WFCO is an EEO/AA employer. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.*