

## **Job Description: Statewide Engagement Manager**

### **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 statewide engagement manager builds bridges to connect community members with the mission of WFCO; advocates passionately and persuasively for women and their families; and desires to strengthen Colorado for generations to come. The statewide engagement manager leads WFCO's nonpartisan community education and advocacy efforts throughout Colorado. They connect volunteers and staff across Colorado with the Denver-based team, to inspire and cultivate more robust and diverse participation in communities outside Metro Denver, primarily in Boulder, Colorado Springs, Northern Colorado (Fort Collins, Loveland, Greeley), Pueblo, and the Vail Valley. The position is based in Denver, supervises three part-time staff serving the regions, and collaborates with staff, trustees, volunteer committees, and community partners. Frequent travel in Colorado is required, including some evenings, weekends, and overnights. This position is full-time, exempt, and reports to the vice president of programs.

### **Primary Responsibilities**

- Foster relationships with diverse stakeholders to encourage individuals and organizations to commit their time, talent, and resources to advance the WFCO mission, including supporters and prospective supporters, foundations, nonprofit, government and business leaders, and community members across Colorado
- Supervise three local part-time coordinators to ensure regional committee efforts are supported effectively, connected, and aligned with WFCO mission and framework to broaden and deepen community engagement
- Oversee and support regional committees and local staff in scheduling, outreach, planning, execution, and follow-up for community educational events and prospective donor cultivation, in alignment with statewide engagement framework, budget, and overall WFCO calendar
- Observe and reflect on progress and impact of WFCO's statewide engagement model and develop appropriate refinements to strengthen authentic community engagement throughout Colorado
- Recruit, hire, train, and supervise local coordinators, in conjunction with WFCO management team and support from local trustees and committee leadership
- Establish structures to connect and effectively utilize resources across geographies and departments
- Present WFCO research and advocacy content and facilitate community conversations about key issues impacting Colorado women and their families

- Build WFCO's policy influence by:
  - Leading statewide outreach for advocacy action alerts
  - Supporting community members' engagement in public policy advocacy
  - Cultivating relationships with elected officials
- Assist programs team with research, grantmaking, Dottie Lamm Leadership Award outreach efforts
- Represent WFCO in the media, events, and meetings across the state
- Collaborate with communications and development teams to advance WFCO mission
  - Write copy for website, emails, newsletters, fact sheets, invitations, etc.
  - Work with regional committee and local coordinators to help identify prospective donors and steward current donors
- Other duties, as assigned

### **Key Competencies and Qualifications**

- Commitment to the WFCO vision, mission, and values
- Leadership experience in the nonprofit, philanthropic, and/or public sectors
- Excellent communication, personnel management, volunteer management, project management, and organizational skills
- 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, including proficiency with Microsoft Office, Google Docs and Forms, and webinar/videoconferencing tools
- Excellent presentation, facilitation, and communication skills
- Valid driver's license and access to reliable transportation for statewide travel

### **Preferred Qualifications**

- Spanish fluency (written and spoken)
- Familiarity with communities across Colorado
- Community organizing experience
- Event coordination experience

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

- Work is typically performed in a standard office environment, though frequent travel for community events around the state is required, usually with at least one visit to a region each week
- 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 \$55,000 - \$65,000 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@wfc.org](mailto:jobs@wfc.org) with the subject line "Statewide Engagement Manager" 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.*