



Programs Coordinator Job Description

About The Women's Foundation of Colorado

The Women's Foundation of Colorado is the only statewide, community-funded foundation protecting the progress and advancing gender, racial, and economic equity for all Colorado women. Through research, education, advocacy, and strategic philanthropy, WFCO works to create a future where Colorado women of every background and identity prosper.

Position Overview

The Programs Coordinator plays a vital role in driving community impact through administrative support of The Foundation's grantmaking, research, public policy advocacy, impact investing, and statewide community engagement initiatives. This full-time, non-exempt position reports to the Director of Grantmaking and involves executing and improving grant administration processes, coordinating events with grantee partners, facilitating communication with internal and external stakeholders, and collaborating with the programs team to propel WFCO's progress and impact across the state. The person in this role will consistently demonstrate commitment to justice, integrity, learning, and accountability.

Essential duties & responsibilities

The programs coordinator serves as a key member of the programs team, with emphasis on grant administration and contributing to the success of research, public policy, impact investing, and statewide community engagement.

Grants and impact loan administration:

- Provide grants administration for all Foundation grantmaking activity, such as managing grant processes including application design, workflows, approvals, and payments; performing due diligence; and preparing materials for review
- Manage grant software, currently NPact and Microsoft products, for all Foundation grantmaking activity, including maintaining accurate records and collaborating with the finance, development, and IT support teams to ensure grant software and information flow coordinates with other internal systems
- Serve as primary administrative liaison to grantees and donor-advised fundholders regarding grant applications and the donor portal among other inquiries
- Provide administrative support for stakeholder engagement, such as site visits, board meetings, and participatory grantmaking committees

Programs support:

- Provide administrative and logistical support for research, public policy and advocacy, and community education, engagement, and impact efforts, as directed
- Serve as a connection to the community for general inquiries and questions about WFCO's programmatic work via email, telephone, or in person
- Work with communications team to provide updates for internal and external communications
- Support program evaluation and data collection efforts
- Help maintain program calendars and timelines
- Take detailed notes during meetings and distribute summaries

Additional responsibilities:

- Actively participate in WFCO and other community events as directed by the Director of Grantmaking, including WFCO's Annual Luncheon and other community engagement and development activities
- Perform other duties as assigned

Experience and qualifications

Required

- Detail-oriented, ability to manage multiple projects simultaneously and meet deadlines
- Excellent oral and written communication skills
- Experience that demonstrates an ability to administer a grantmaking process
- Outstanding PC skills, including MS Outlook, Excel, Word, and PowerPoint
- Eagerness to problem solve and identify solutions or systems improvements
- Ability to work independently and on a team, in virtual, hybrid, and in-person environments

Preferred

- Experience managing virtual meetings
- Experience in philanthropic or nonprofit sectors
- Database experience, particularly grantmaking systems
- Public policy, advocacy, and/or community engagement experience
- Spanish fluency (written and spoken) for translation of materials and communication with stakeholders

Knowledge, skills, and abilities

- Excellent organizational and time management skills
- Results-oriented with a high degree of initiative
- Ability to work both independently and collaboratively in a team environment
- Strong ethical standards and discretion

- Ability to build and maintain relationships with diverse stakeholders
- Commitment to equity and inclusion

Working environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

- Hybrid work model: In-office Tuesday through Thursday (University of Denver campus)
- Some evening and weekend work required for events
- Local travel for meetings and occasional statewide travel
- Physical requirements include computer work and event setup (up to 20 pounds)

Compensation and benefits

- Starting hourly pay range of \$24.04 - \$27.40, commensurate with experience and readiness to utilize Spanish fluency in the position
- This full-time (40 hr/week) non-exempt position is eligible for overtime with manager's advance approval
- Comprehensive benefits package including health, dental, and vision insurance
- 403(b) retirement plan with employer match after a year of employment
- Generous vacation and sick time off policies and holiday schedule

Opportunities for learning and growth

- Professional development opportunities
- Membership to relevant professional associations and affinity groups
- Opportunity to learn about issues relevant to WFCO's work; national, state, and local economic and political context; and trends in the philanthropic and nonprofit sectors and apply this learning to improve WFCO's grantmaking

Please submit a cover letter and resume as PDF attachments to Jobs@wfc.org with the subject line "Programs Coordinator" by April 2, 2026 at 5:00 pm MT.

In alignment with our goal of advancing gender, racial, and economic equity, WFCO welcomes and encourages applications from members of historically and systemically marginalized communities.

We understand that there are individuals who could excel in this role without meeting 100% of the qualifications precisely as described or who have essential skills we may not have considered. If that's you, we encourage you to apply and tell us about yourself. We are committed to considering candidates with diverse work experiences and backgrounds.

It is the policy of The Women's Foundation of Colorado (WFCO) not to discriminate against employees, job applicants, board members, program participants, volunteers, or clients on the

basis of sex, race, color, national or ethnic origin, religion, sexual orientation, gender identity, gender expression, age, physical ability, military or veteran status, or any other characteristic protected under federal, state or local law. The 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. In any materials you submit, you may redact or remove age-identifying information such as age, date of birth, or dates of school attendance or graduation. You will not be penalized for redacting or removing this information.

Overview of selection process: We hope that sharing the following description of the selection process will be helpful to prospective candidates. While this summary represents current plans, the steps and timeline are subject to change without notice.

- Application review **through March 31, 2026**
- First-round interviews with selected candidates, in-person on the University of Denver campus preferred, **April 13 through April 17, 2026**
 - Candidates will be provided with a list of primary interview questions in advance
 - All other candidates will be notified of application status subsequently
- Second-round interviews with finalists, in-person on the University of Denver campus, **April 22 through April 29, 2026**
 - First-round interview candidates not selected as finalists will be notified of application status subsequently
- Completion of reference checks and extension of offer to selected candidate by **May 6, 2026** for a **May 26, 2026** projected start date
 - Finalists not selected will be notified of application status subsequently