POSITION DESCRIPTION

POSITION TITLE: Content Manager & Videographer  
DEPARTMENT: Communications  
REPORTS TO: Vice President of Communications  
Exempt

The Colorado Trust

The Colorado Trust is a grantmaking foundation dedicated to ensuring all Coloradans have the opportunity to thrive. When the nonprofit PSL Healthcare Corporation was sold to a for-profit organization in 1985, the proceeds of the sale were used to create The Colorado Trust. Since then, The Colorado Trust has provided funding and resources to people and organizations across Colorado that are working to make positive changes in their communities. We work side by side with Coloradans, including people who have been left out of decision-making and are directly impacted by hardships. The Colorado Trust also provides grants and support to organizations advocating for local and statewide policies that have a positive impact on people's well-being.

The Colorado Trust strives to maintain a diverse workforce that reflects the communities we serve.

General Description

The content manager & videographer works with the vice president of communications and other colleagues to implement The Colorado Trust's annual communications strategies and tactics. The content manager & videographer is responsible for managing public-facing Colorado Trust content, including on social media platforms; creating original video content highlighting the efforts and achievements of The Colorado Trust's grantees and community member teams; and providing editorial support for The Colorado Trust's original stories on health equity issues. The content manager & videographer also provides internal communications support to colleagues related to The Colorado Trust's grant funding areas and strategies.

This position is hybrid remote/in-person, with a physical presence in The Trust's Denver offices expected approximately two days per week (subject to change). This position also requires travel within Colorado 25-50% of the time, including occasional evening or weekend work. The content manager & videographer reports to the vice president of communications, and serves as an employee at will of The Colorado Trust.

Responsibilities

- Manage implementation of communications strategies and tactics at the direction of the vice president of communications
- Create original video content highlighting the efforts and achievements of Colorado Trust grantees, community member teams and other partners/stakeholders, including all aspects of video production from start to finish
- Manage day-to-day monitoring and posting to Colorado Trust social media channels; create recurring or prescheduled social media campaigns and content as needed
• Assist the vice president of communications with editing written content for Colorado Trust materials and original stories
• Work with the vice president of communications to provide internal and external communications capacity building, training and technical assistance; serve as a communications liaison with grantees as needed
• Work collaboratively with The Colorado Trust’s Grants Department staff to identify and implement communication opportunities for grantmaking strategies
• Work collaboratively with The Colorado Trust’s Research, Evaluation & Strategic Learning Department staff to publish and disseminate evaluation findings to external audiences
• Assist the vice president of communications with maintaining positive relationships with members of the news media
• Proactively encourage iteration and evolution among Colorado Trust content strategies and materials
• Interact with other foundations, nonprofit organizations, partners and stakeholders to further the mission of The Colorado Trust
• Act as a point of contact for writers, consultants and other vendors as needed
• Travel statewide required 25-50% of the time; may include evening or weekend work
• Maintain confidentiality with respect to the business and affairs of The Colorado Trust and those with whom it has relationships
• Participate in internal Trust committees and teams as requested
• Participate in staff trainings and other efforts intended to improve The Colorado Trust’s alignment with our values of diversity, equity and inclusion
• Perform other duties as assigned by the vice president of communications.

Supervisor Relationship
The person designated to provide supervision of the content manager & videographer is the vice president of communications.

Qualifications
• Three or more years of professional experience in videography, communications, journalism or related field(s)
• Experience with all aspects of video creation and production, including preproduction, scripts, filming, rough cuts, audio mixing, color correction and related tasks
• A design portfolio of work that demonstrates strong video and graphic design capabilities and experience
• Excellent computer skills, including a high level of proficiency with professional video-editing software; a high level of proficiency with all Adobe Creative Suite applications; and proficiency with all Microsoft applications
• Experience managing social media accounts and channels at an organizational level, including campaign and post creation, scheduling and more
• Familiarity or direct experience with community organizing strategies and tactics is preferred
• Ability to distill complex ideas into simple, understandable communications, especially via video and for diverse audiences
• Proven ability to effectively communicate in a timely manner and a variety of formats
• Experience with writing and editing, and an interest and willingness to grow these skills
• Knowledge of AP style is preferred
• Proficiency in Spanish (both written and oral) is preferred
• Ability to establish and maintain working relationships with members of the news media
• Ability to work autonomously and independently supervise projects
- Ability to organize and prioritize multiple competing deadlines
- Knowledge of or familiarity with the Colorado health, social justice and equity landscape
- Possession of a valid Colorado driver’s license.

**Personal Attributes**

- Passion for The Colorado Trust’s health equity vision and its mission of advancing the health and well-being of the people of Colorado
- Personal and professional commitment to issues of community, diversity, racial justice, equity, integrity and fairness
- Curiosity and a willingness to experiment, reflect and learn
- Comfort with collaborative decision-making processes
- Knowing when you need help, and feeling comfortable asking for help
- Patience, flexibility, and a commitment to honesty and transparency
- Ongoing commitment to improving skills and knowledge acquisition.

**Salary Range**

$85,500 annually. The Colorado Trust offers its employees a comprehensive and competitive benefits package, including medical and dental coverage, retirement plan, group life insurance and paid time off.

**To Apply**

Please apply via The Colorado Trust’s [online application system](#). Registration is not necessary to use this system. Document uploads maybe required. The application system is currently only available in English; applicants who prefer to apply in Spanish may [apply via email](#) if needed. All other applications must be received via the [online application system](#). Please [contact us](#) with any questions you may have.

**The deadline to apply for this position is 5 p.m. MST on Tuesday, Aug. 17, 2021.**

The Colorado Trust seeks talented, team-oriented individuals, dedicated to our goal of advancing the health and well-being of the people of Colorado. Additionally, as an Equal Opportunity Employer, we welcome a diversity of perspectives and experiences among our staff. For more information, please visit [www.coloradotrust.org](http://www.coloradotrust.org).