POSITION DESCRIPTION

POSITION TITLE: Director of Community Partnerships
DEPARTMENT: Grants
REPORTS TO: Vice President of Grants
Exempt

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

General description
The director of community partnerships is responsible for the strategic direction of the Community Partnerships strategy and implementation of the Community Partnerships organizing model. This position is also responsible for assuring the day-to-day management and supervision of all remote and on-site strategy staff, and for effectively supervising the community partners. The director of community partnerships has significant supervisory and management responsibilities, is a hands-on team leader who works collaboratively across all departments of The Trust and in cross-disciplinary teams, is outcomes- and process-oriented, and is results-driven. The director of community partnerships serves as an employee at will of The Trust.

Responsibilities
- Working collaboratively with staff at multiple levels in the organization, oversee, support and continue to develop current and future strategies; assure alignment with the foundation's strategic goals and objectives
- Work with other strategy leads to identify and act upon cross-strategy alignment opportunities
- Develop and oversee the operational approach for the Community Partnerships strategy
- Oversee, support and continue to develop goals, performance indicators and strategic plans for the execution of the Community Partnerships strategy, employees and partners, including consultants and contractors related to the strategy
- Lead the community partners and the Community Partnerships strategy towards achieving outcomes while learning, evolving and improving the strategy as needed
- Co-design and ensure participation in strategy evaluation activities, and assure strategic learning across Community Partnerships regions and communities
• Work with capacity-building coordinators to implement strategy-wide capacity-building efforts
• Work with Community Partnerships staff to support all communities in deepening their understanding of health equity in their communities, including their understanding of how health is affected by the complex interplay of systemic racism, classism, sexism and other systems of oppression, and the way policies create and maintain those systems
• Hire and supervise consultants and contractors who support the Community Partnerships work; or, when appropriate, provide advice/input on such hiring and supervision decisions
• Work with the vice president of grants in the development and presentation of Community Partnerships strategy recommendations and reports to the senior staff team and The Trust’s board of trustees for consideration
• Work with the Communications Department on the development of internal and external communications related to the Community Partnerships strategy
• Work with the Research, Evaluation & Strategic Learning Department on the development of evaluations and publications tied to the Community Partnerships strategy
• Work with the Finance & Operations Department to assure that fiscal practices advance and support Trust grant strategies, and work with Grants Department staff to support strategy budget responsibilities
• Support and advance the professional development of Community Partnerships strategy staff
• Serve on Trust internal committees and working groups as requested
• Maintain confidentiality with respect to the business and affairs of the foundation
• Carry out other duties as assigned.

Qualifications
The director of community partnerships shall be a person who has:
• Significant leadership and personnel management experience
• Experience with or understanding of philanthropy and foundations
• Demonstrated skill and experience in leading and supporting collaborative teams and teamwork
• Demonstrated experience with or understanding of working with remote staff to create a cohesive organizational identity, culture and structure
• Demonstrated experience with community organizing approaches and how these support change
• Demonstrated knowledge of health equity, social justice and social determinants of health, and an understanding of and appreciation for how these affect people’s lives
• Strong decision-making and problem-solving skills that will result in the efficient and effective functioning of the Community Partnerships strategy
• Ability to think and act analytically and strategically in the design, implementation and execution of strategy outcomes
• Knowledge and understanding of how local, regional, state and federal policies and systems create and maintain health inequities for those most affected, and how systems change occurs
• Awareness of and respect for cultural differences across populations, communities and geographic areas, and an appreciation of the social and cultural histories of communities participating in grant strategies
• Understanding of group dynamics, adult learning, conflict resolution practices and ways that social change occurs, both in an organization and in the communities in which it works
• The ability to navigate inherent tensions and power differentials between a private foundation and grassroots community organizing, policy, advocacy and leadership development strategies implemented across the state
• Excellent written and oral communication and presentation skills
• Proven leadership skills and ability to guide, direct and coach and grow staff to achieve excellence
• Experience and proficiency with technology, Microsoft applications, project management and video-conferencing tools (e.g., Basecamp, Salesforce, Zoom), budgeting and accounting software (e.g., Intacct), and payroll and staff management software (e.g., Paylocity)
• Ability to represent The Trust in public and community settings, make presentations and communicate effectively with grantees, partners, media and other stakeholders
• Ability to maintain cooperative, supportive and productive relationships with Trust staff and trustees, grantees, community members and other funders, and to work well as a team player across all departments of The Trust
• Ability to understand and communicate The Trust’s vision of achieving health equity for all Coloradans.

Salary range
$152,000-$189,000 annually. The 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 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 Friday, May 7, 2021.

The 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.