



*A Health Equity Foundation*

## POSITION DESCRIPTION

**POSITION TITLE:** Program Manager  
**DEPARTMENT:** Grants  
**REPORTS TO:** Grants Program Director  
☒ **Full-time, 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.

### **Position Overview**

The program manager oversees a strategic grantmaking portfolio supporting organizations including nonprofits, community groups and public institutions working in the foundation's determined program areas. The portfolio includes grants to support place- or issue-based initiatives, including multiyear grants that support the foundation's vision of achieving health equity for all Coloradans. The program manager oversees resources dedicated to strategic grantmaking, administrative and technical assistance, convenings and relationship management to meet the foundation's goals. This position oversees program development, seeks grants and proposals, manages budgets and projects, and reviews grantee reports. The program manager collaborates with peer program managers, foundation colleagues, senior leadership and board members to ensure the foundation's activities and programs align with organizational objectives and the mission of advancing the health and well-being of the people of Colorado.

### **Responsibilities**

#### Strategic Grantmaking

- Collaborate with relevant Grants Department staff, including the vice president of grants & impact, to provide input on The Colorado Trust's strategic approach to community-informed grantmaking statewide
- Oversee coordination between fiscal sponsors and grant-supported projects to develop budgets, skills and staffing in alignment with requirements and guidelines
- Review, analyze and make recommendations on grant proposals and requests
- Collaborate with research and evaluation processes to guide strategic grantmaking
- Integrate learnings from evaluation findings and make recommendations to refine grantmaking to be more responsive and effective, as needs emerge
- Contribute to the integration of Colorado Trust funding strategies as warranted
- Collaborate on capacity-building opportunities for grantees, including (but not limited to) technical assistance, education, compliance, resource management and convenings
- Create grantmaking strategies with other Colorado Trust staff that address the social determinants of health for Coloradans

- Create specific goals and build relationships to deploy more resources to communities
- Stay up-to-date on emerging issues, trends and policy developments; deepen political education and connections with allied funders and movement partners
- Continually learn the social and cultural histories of Colorado communities.

#### Grantee/Community Engagement and Funder Collaboration

- Conduct outreach to community organizations, nonprofit organizations and public institutions, offices and programs and other potential grantees statewide
- Maintain data to ensure grant files are complete (including strategy records as well as in the grants database)
- Build and maintain trusting relationships with grantees and act as a resource and funding partner, including supporting their development and making introductions to allied funders and partners
- Communicate with a diverse range of stakeholders about The Colorado Trust's mission, vision and strategies
- Actively represent The Colorado Trust in philanthropic organizations, funder networks and other relevant entities in the broader health equity field
- Strengthen and support community efforts to merge and form strategic alliances to address social, political and economic inequities
- Collaborate on preparing internal and/or external grant proposals and project reports.

#### Program Management

- In collaboration with Grants Department leadership, manage activities and processes happening simultaneously among multiple grantees in various communities
- Maintain ongoing communications with grantees
- Maintain knowledge of and support for all foundation program areas, including current issues, key resource people and organizations
- Facilitate, present, plan and/or host events with the goal of uplifting grantee partners.

#### Internal Collaboration

- Consistently work in a collegial and constructive manner with Finance & Operations Department staff
- Collaborate with Finance & Operations Department staff to support and align with internal grant management processes
- Assist with budget tracking, review and reconciliation processes for grantees
- Identify and pursue opportunities to internally integrate work across strategies and the Research, Evaluation & Strategic Learning, Communications and Executive departments
- Manage multiple complex budgets
- Act in a supervisory capacity for other staff as directed.

#### **Supervisor Relationship**

The person designated to provide supervision of the program manager is the grants program director.

#### **Qualifications**

- Bachelor's degree in a relevant field, such as public health, social justice, community development, race relations, social policy, health equity, community organizing; commensurate experience also applies
- Ten or more years working in philanthropy or nonprofit organizations
- Five or more years in an advanced management role inclusive of contractors and facilitators
- Exceptional leadership, time management, facilitation and organizational skills
- A strong network within and knowledge of health equity-focused organizations, advocates, communities and allied sectors across Colorado
- A strong understanding of and respect for cultural differences across populations, communities and geographic areas
- Demonstrated work experience on one or more of the social determinants of health

- Experience with conflict management and attunement; and a solution-oriented approach
- Strong written and oral communication skills, interpersonal awareness, and excellent listening and critical-thinking skills
- Ability to confidently and proudly represent The Colorado Trust's funding strategies, approaches and values behind our theory of change
- Demonstrable good judgment and integrity regarding maintaining confidentiality concerning the business and affairs of The Colorado Trust
- Proficiency with technology, including Microsoft applications (e.g., Word, Excel, Teams, PowerPoint, SharePoint), the internet, mobile devices, and a willingness to follow organizational policies and team norms for remote communication platforms (e.g., Zoom, Skype, Google Hangout), data and project management
- A valid Colorado driver's license is expected on the employment start date unless special accommodations are necessary.

### **Personal Attributes**

- Passion for and commitment to The Colorado Trust's health equity vision, and its mission of advancing the health and well-being of the people of Colorado
- Ability to communicate effectively and respectfully with people of diverse backgrounds, especially across race, ethnicity, gender and class
- Ability to represent The Colorado Trust in public and community settings, and communicate effectively with grantees, partners and other stakeholders
- Commitment to issues of community, diversity, equity, integrity and fairness
- Comfort serving collaborative teams of colleagues both on-site and remotely
- Ongoing commitment to improving skills and knowledge acquisition
- Action-oriented, self-starter who can work well independently and in teams
- Ability to effectively manage time and meet deadlines
- Comfort creating and adhering to organized systems within flexible and dynamic community environments.

### **Salary and Benefits**

\$108,000-\$126,000 annually. The Colorado Trust offers its employees a comprehensive and competitive benefits package, including medical and dental insurance, a retirement plan, group life insurance and paid time off.

### **COVID-19 Vaccination Requirement**

All Colorado Trust employees are required to be fully vaccinated against COVID-19, and provide documentation to this effect upon request. Employees must be fully vaccinated at least two weeks from their first day of employment at The Colorado Trust. Exemption requests will be evaluated on a case-by-case basis.

### **To Apply**

Please apply via The Colorado Trust's [online application system](#). Registration is not necessary to use this system. Document uploads may be required. The application system is currently only available in English; applicants who would 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, Nov. 22, 2022.**

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).