



A Health Equity Foundation

POSITION DESCRIPTION

POSITION TITLE: Grants Administrative Assistant
DEPARTMENT: Grants
REPORTS TO: Grants Program Director
 Non-Exempt, Full-Time

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 and aims to build an organizational culture that reflects our commitment to equity.

General Description

The grants administrative assistant serves as administrative support to the team leads in the Grants Department. This includes helping to coordinate meetings, schedules and external communications. This position coordinates specific elements of The Colorado Trust's grantmaking, including helping to maintain grantee files, supporting the entire department in larger grantmaking initiatives, tracking unsolicited grant requests, supporting current grantee management and communication, and supporting smaller distinct programs (e.g., Rural Philanthropy Days, event sponsorships). The grants administrative assistant actively collaborates with other department staff and peers within The Colorado Trust to ensure the organization of and access to information, timely communication, and to problem-solve challenges. This position will work from The Colorado Trust office in Denver at least two days per week, and remotely for the remainder.

Responsibilities

- Works closely with other administrative and operational support staff to coordinate the grants and advocacy program team needs
- Provides ongoing administrative and clerical support to the grants and policy teams, including mailing, scanning, faxing and copying
- Serves as primary support to designated departmental leaders and provides back-office support to the department, as requested
- In collaboration with Grants Department leadership, coordinates activities and processes happening simultaneously among different internal teams
- Schedules, organizes and coordinates meetings and appointments for departmental leadership to include creating materials, note taking, staff preparation, food, and coordination of all meeting logistics (both on- and off-site) and technology

- Processes requests related to specific granting or special programs/initiatives, including communicating with applicants and grantees, coordinating site visits and reporting, coordinating, vetting and/or responding to unsolicited funding requests and/or responding to grantee needs
- Collaborates 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
- Maintains and organizes data and files on grantees and current and past funding initiatives, and generates reports through different grantee data management systems
- Collaborates on preparing internal and/or external grant and project proposals, reports, memos, letters, and relevant research
- Creates, reviews and processes monthly expense reports and invoices for designated staff
- Creates and monitors contracts and work with contractors
- Supports department team members in using communication and collaboration tools such as Basecamp, Google Drive and Teams
- Collaborates on capacity-building opportunities for department staff and grantees, including (but not limited to) technical assistance, education, resource management and convenings
- Assists with team budget management and tracking
- Communicates and collaborates with internal and external stakeholders, including (but not limited to) the vice president of grants & impact, grants management staff, senior staff and the board of trustees
- Stays up-to-date on emerging issues, trends and policy developments to deepen political education and connections with allied funders and movement partners
- Maintains knowledge of and support for all foundation program areas, including current issues, key resource people and organizations
- Coordinates language translation and interpretation for documents, meetings and events
- Continually learns the social and cultural histories of Colorado communities
- Carries out other duties as assigned.

Supervisor Relationship

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

Qualifications

- Bachelor's degree in communications, public health or related field, or any equivalent combination of education and experience required
- Prior experience in an administrative support role preferred (especially in philanthropic or nonprofit organizations)
- Resourcefulness and keen attention to detail
- Exceptional time management, task management and organizational skills, and the ability to use these skills to support department leadership
- A strong understanding of and respect for cultural differences across populations, communities and geographic areas
- Ability to take clear and concise notes for meetings with multiple attendees
- Comfortable working with a team in a hybrid work environment with both remote and in-office workdays
- Strong written and oral communication skills with proficiency in English
- Interpersonal awareness, and excellent listening and critical thinking skills

- Ability to maintain a confidential stance with respect to the business and affairs of The Colorado Trust and those with whom it has relationships
- Ability to maintain a cooperative, supportive and amicable relationship with other Colorado Trust staff members
- Ability to work within a multidepartment organizational structure with separate functional elements
- Proficiency with current and emerging technology, including Microsoft applications (e.g., Word, Excel, Teams, PowerPoint, SharePoint), Concur, grants management systems, the internet, mobile devices, and a willingness to follow organizational policies and team norms for remote communication platforms (e.g., Zoom), data management and project management
- Ability to travel by car and plane (local, in-state, and out-of-state) for occasional required business trips (may include overnight trips)
- Reliable transportation, proof of valid driver's license, adequate automobile liability insurance coverage, and the ability to drive periodically for organizational business (unless an accommodation has been requested and approved)
- Ability to work from The Trust office at least two days a week and as needed for events.

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
- Highly organized and able to coordinate and complete multiple, simultaneous assignments across different teams
- Comfort serving collaborative teams of colleagues both on-site and remotely
- Action-oriented, self-starter who can work well independently and in teams
- Comfort in creating and adhering to organized systems within flexible and dynamic community environments.

Salary and Benefits

\$23.08 – \$28.61 per hour, depending on experience (with a schedule of 40 hours per week). The Colorado Trust offers its employees a comprehensive and competitive benefits package, including medical, vision 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](#). **Applications will be accepted until the position is filled, but priority consideration will be given to those received by 5 p.m. MST on Monday, June 19, 2023.** Please [contact us](#) with any questions you may have.

The Colorado Trust seeks talented, team-oriented individuals, dedicated to our mission 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.