



Program Officer

The Western Colorado Community Foundation manages \$165 million in total assets and awarded approximately \$6.7 million in grants and scholarships in 2023. This growing charitable foundation headquartered in Grand Junction serves seven counties in Western Colorado. For more information on our mission, purpose and projects, visit wc-cf.org.

Job Overview: The Western Colorado Community Foundation directs three *Community Leadership Initiatives* wherein we identify unmet needs in the community and fund community solutions. Our newest initiative is centered around youth mental health and wellness – *YouthStrong*. WCCF is embarking on a new and multi-pronged effort to educate youth, parents, teachers and others about healthy habits for cell phone and social media use. This position will be integral to the execution and coordination of that effort.

This position will also be an integral part of WCCF's growing grants and scholarship processes, including staffing and administering grant and scholarship committees. This role will manage WCCF's online grant portal, identify and implement efficiencies.

Finally, this role will help support WCCF's continued commitment to the success of our non-profit partners through training, technical assistance and capacity-building activities.

Application Deadline: January 19, 2024.

Anticipated Start Date: By the end of the first quarter, 2024.

Duties and Responsibilities:

Project Coordination (50%)

- Conduct research and develop subject matter expertise in one or more areas related to WCCF's leadership work.
- Prepare agendas, organize meetings, convene collaboration and partnership efforts, prepare education materials, etc.
- Prepare written documents and reports including e-newsletters, board reports, and public documents on WCCF's leadership work.
- Work with Programs Team to design and implement action plans for YouthStrong.
- Organize Learning Summit for classroom, school and district educators.
- Develop, cultivate and support networks of champions, including youth and adults to advance goals related to YouthStrong and other initiatives.

Grants and Scholarship Administration (50%)

Grants

- Manage and oversee WCCF grant portal, including the maintenance of several competitive processes.
- Provide strategy and guidance to Database Associate on grant portal issues and solutions.
- Review and evaluate grant proposals as member of programs team, including conducting due diligence and occasional site visits.
- Stay current with grantmaking best practices and trends.

- Provide staff support to several volunteer grant making committees.
- Serve as lynchpin in WCCF's bi-weekly grant run process; troubleshoot issues related to grants administration as needed.
- Problem solve with the programs team to develop efficient and effective processes within CSuite, WCCF's database and application portals.
- Work with the spectrum of non-profit partners throughout western Colorado; support non-profits events as needed; coordinate educational opportunities as required.

Scholarships

- Provide staff support to volunteer scholarship committees.
- Support, as needed, administration and organization of WCCF's scholarship portal.
- Review and evaluate student applications.
- Review and process scholarship checks.

Supervision and Reporting

- This position reports to the Director of Programs and Special Projects, with significant oversight and input from the President and CEO. This role is an integral member of our Community Foundation's Programs team and collaborates regularly with other departments.

Job Qualifications, Competencies and Characteristics:

- Bachelors degree from an accredited four-year university in a relevant field.
- 3-7 years in the non-profit sector, grantmaking experience preferred.
- Strong oral and written communication skills particularly related to written communications and meeting management.
- Demonstrated ability to produce strong written material with limited oversight.
- Demonstrated ability to learn new technologies rapidly and with enthusiasm.
- Demonstrated professionalism and ethical standards for handling confidential information.
- Highly organized and attentive to detail.
- Ability to coordinate and manage broad coalitions, including volunteers, with diplomacy.
- Strong work ethic and professionalism.
- Comfortable leading groups and representing the organization in public.
- Knowledge about the evolving needs in Western Colorado.
- Ability to thrive in a dynamic work environment, coordinating multiple projects and competing priorities while meeting deadlines.
- Ability to receive feedback and adjust as required; coachable.
- Self-starter and problem solver who is motivated and willing to embrace new work and ideas.

Compensation and Benefits

- Salary Range: \$55,000 - \$65,000
- Paid vacation, sick and holiday leave, health insurance, dental and vision insurance options, and contributions to a retirement plan
- Flexible and friendly work environment

How to Apply:

- Email resume and cover letter to jobs@wc-cf.org
- No phone calls please