

Job Description

Position Title: Associate Program Officer

FLSA Status: Non-Exempt

Reports to: Director of Programs

General Purpose

Caring for Colorado Foundation seeks to hire an Associate Program Officer to support the Colorado Collaborative for Reproductive Health Equity. The vision of the Collaborative is to ensure that all people have access to the information and services they need to manage their own fertility and promote their sexual and reproductive health. The goals of the Collaborative are to support Colorado women in accessing non-coercive, culturally relevant, person-centered reproductive health counseling and effective contraceptive methods as well as comprehensive, evidence-based sexual health education. In furtherance of the Collaborative's vision and goals, the Associate Program Officer will support grants processes, information gathering, partner engagement, meeting and travel scheduling and coordination, partner communications and program assessment. This is a term-limited position that will exist from June 2018 through June 2021.

Caring for Colorado Foundation is committed to building a diverse team and strongly encourages applications from all backgrounds to apply for this position. Bilingual (English/Spanish) candidates are preferred.

Essential Duties and Responsibilities:

Grantmaking Program

- Conduct research and other information gathering functions to support reproductive health strategies and grants. Review data, assess the environment and prepare written briefs, presentations and other communications materials.
- Support the development of reproductive health funding opportunities associated with the Colorado Collaborative's strategies. This includes developing workplans, application materials, outreach materials and webinars.
- Schedule and coordinate site visits, outreach visits, community meetings and partner meetings.
- Support due diligence on grant proposals including reviewing narratives, project plans, financial documentation and other submitted materials.
- Draft clear and concise written recommendations for funding and support preparation of grant materials for team, program and board review.
- Support grantmaking processes to ensure appropriate documentation is secured and maintain accurate records in the grants management system.
- Monitor grantee progress by reviewing written progress and final reports and engaging with grantees.
- Contribute to assessment of the Colorado Collaborative's impact at programmatic and individual grant levels.
- Support vendor coordination to ensure contractors are aligned with the Collaborative's strategies and working collaboratively to support grantee partners.
- Actively engage in and support the Foundation's other funding priorities as a member of the Program Team.

Community Engagement:

- Support efforts to engage the voices of adolescents and women who face barriers to accessing contraceptive care and sexual health education in informing the implementation of strategies.
- Assist grant seekers in understanding the foundation's grantmaking process, priorities and systems and respond to requests from grantseekers and grantees.
- Help connect partners to other foundations and community resources and participate in meetings, workshops, coalitions and convenings.

Knowledge, Skills and Experience

The items listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of women's health, reproductive health and sexual health education interventions.
- Experience with the needs and circumstances of non-majority populations in Colorado including: LGBTQ+, Latinx, African-American, people with disabilities or socially isolated populations.
- Ability to work well with people of diverse backgrounds, perspectives and cultures.
- Excellent organizational skills and attention to detail, with multi-task orientation.
- Exceptional written, verbal communication and customer service skills.
- Willingness to take on new challenges and learn new skills as needed.
- Ability to distinguish priorities and solicit help when needed.
- Energetic, dependable and flexible.

Requirements

- Minimum of 3 years of experience working in community-based settings addressing needs of underserved communities and supporting programs in community-based settings.
- Proven mastery of Microsoft Office applications including Word, Excel, PowerPoint and Outlook. Grant Management software experience a plus.
- Commitment to be an enthusiastic member of a cross-functional team to support Caring for Colorado Foundation and the Colorado Collaborative for Reproductive Health Equity in realizing its vision, mission and values.
- The ability to travel throughout Colorado, including some overnight travel, is required. Must be able to drive with a valid Colorado Driver's License or be able to arrange other reliable means of transportation.

Salary and Work Environment:

- Salary target is \$50,000 and will be based on relevant experience.
- Caring for Colorado offers a comprehensive benefits package including health insurance, 401k plan and paid time off.
- Work is based out of the Caring for Colorado Foundation's Denver office and is generally performed within an office environment, with standard office equipment.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required

to follow any other job related instructions and perform job related duties as may be reasonably assigned by his/her supervisor.

To Apply:

Prospective candidates must submit the following to be considered for the position:

- Letter of interest
- Resume
- List of three references (email address and telephone number), one of whom is/was an immediate supervisor who has firsthand knowledge of applicant's professional abilities (references will not be contacted without prior notification to candidates).

Applications must be received by May 4, 2018. Applications should be emailed to Anna Loewen, Executive Assistant/Office Administrator at aloewen@caringforcolorado.org. No phone calls, please.

For additional information about Caring for Colorado Foundation, consult the foundation's website at www.caringforcolorado.org.

Caring for Colorado is an Equal Opportunity Employer