



**THE
COLORADO
TRUST**

A Health Equity Foundation

POSITION DESCRIPTION

POSITION TITLE: Grants Program Director
DEPARTMENT: Grants
REPORTS TO: Vice President of Grants & Impact
 Full-time, exempt

The Colorado Trust

The Colorado Trust is a grantmaking foundation dedicated to ensuring all Coloradans can 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.

General Description

The grants program director works within the Grants Department at The Colorado Trust to execute the strategic direction of the grants program strategy as developed by and reporting to the vice president of grants & impact. This position is responsible for day-to-day management and supervision of all remote and on-site resource managers and support staff; providing hands-on team leadership and working collaboratively across all Colorado Trust departments and cross-disciplinary teams; and being outcomes- and process-oriented, and results-driven. The grants program director serves as an employee at will of The Colorado Trust.

Responsibilities

- Work collaboratively with staff at all levels in the organization to oversee, support and provide input into current and future strategies, assuring alignment with the foundation's strategic goals and objectives
- Work with other strategy leads to identify and act upon cross-strategy alignment opportunities
- Contribute to building an organizational culture, processes, trainings and tools that support continual learning and improvement
- In consultation with the vice president of grants & impact, oversee the operational approach, execution and support for the grants program strategy
- Meet goals and performance indicators within strategic plans for the execution of the grants program strategy
- Maintain strong, collaborative working relationships with staff colleagues and external partners, including consultants and contractors related to the strategy
- Serve as a member of the Grants Department senior leadership team

- Lead the grants program 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 grants program issues, funding areas and communities
- Work with program managers and their teams to implement strategy-wide capacity-building advocacy and media initiatives
- Model working within communities and with community leaders statewide, engaging nonprofit, for-profit and public institutions 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 programmatic work; or, when appropriate, provide advice/input on such hiring and supervision decisions
- Work with the vice president of grants & impact to develop and present grant program strategy recommendations and reports for consideration by the senior staff team and The Colorado Trust Board of Trustees
- Work with the Communications Department to develop internal and external communications related to the grants program strategy and outcomes
- Work with the Research, Evaluation & Strategic Learning Department to develop evaluations and publications tied to the grants program strategy
- Work with the Finance & Operations Department to assure that fiscal practices advance and support Colorado Trust grant strategies, and work with Grants Department staff to support strategy budget responsibilities
- Support and advance the professional development of strategy staff
- Serve on Colorado Trust internal committees, working groups and external organizations and associations as requested
- Maintain confidentiality with respect to the business and affairs of the foundation
- Carry out other duties as assigned.

Qualifications

The grants program director shall be a person who has:

- A bachelor's degree
- A minimum of eight years in a leadership role with 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 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 critical thinking skills that will result in the efficient and effective functioning of the grants program 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
- 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 complete required travel to Colorado Trust offices, site visits to communities The Colorado Trust serves and/or to locations related to relationship development, community outreach, convenings, conferences and professional development
- Additional preferred qualifications:
 - Proficiency in Spanish or other languages spoken in Colorado
 - Master's degree in related field or equivalent experience
 - A track record of continuing professional development.

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 maintain cooperative, supportive and productive relationships with Colorado Trust staff and trustees, grantees, community members and other funders, and to collaborate effectively across all Colorado Trust departments
- Ability to represent The Colorado Trust in public and community settings, make presentations and communicate effectively with grantees, partners, media and other stakeholders
- Ability to communicate effectively and respectfully with people of diverse backgrounds, especially across race, ethnicity, gender, and class
- Commitment to issues of community, diversity, equity, integrity and fairness
- Comfort serving collaborative teams of colleagues both on-site and in remote locations
- Ongoing commitment to improving skills and knowledge acquisition
- Ability to manage confidential issues with discretion
- Action-oriented initiative-taker 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

\$148,000-\$187,000 annually. The 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.

To Apply

Please apply via The 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 Thursday, Sept. 22, 2022.

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.