



**THE
COLORADO
TRUST**

A Health Equity Foundation

POSITION DESCRIPTION

POSITION TITLE: Vice President of Grants
DEPARTMENT: Grants
REPORTS TO: President & Chief Executive Officer
 Exempt

The Colorado Trust

The Colorado Trust (The 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 Trust. Since then, The 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 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 Trust strives to maintain a diverse workforce that reflects the communities we serve.

General description

The vice president of grants is responsible for the strategic direction of the Grants Department's grantmaking, grants management and policy-related activities to advance The Trust's vision to achieve health equity for all Coloradans. This position is also responsible for assuring the day-to-day management and supervision of all remote and on-site department staff, and for effectively supervising the operations of the department. The vice president of grants is a member of The Trust's senior staff team, has significant supervisory and management responsibilities, is a hands-on team leader who works collaboratively across all departments of The Trust and in cross-disciplinary teams, is outcomes- and process-oriented, and is results-driven. The vice president of grants serves as an employee at will of The Trust. This position is based in Denver.

Responsibilities

- Working collaboratively with staff at multiple levels in the organization, oversee, support and continue to develop current and future grantmaking strategies; assure alignment with the foundation's goals as well as efficiency across all grantmaking activities
- Develop and oversee the operational strategy for the Grants Department
- Oversee, develop and support the execution of goals, performance indicators and strategic plans for the Grants Department's strategies, employees and partners, including consultants and contractors
- Lead grant strategies towards achieving outcomes while learning, evolving and improving the strategies as needed
- Assure that strategic learning occurs across all of the grantmaking strategies
- Work with department staff to support all grantees 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

- Establish policies, procedures and practices for the effective management of Trust grantmaking strategies, community and grantee partnerships
- Hire and supervise consultants and contractors who support The Trust's work; or, when appropriate, provide advice/input on such hiring and supervision decisions
- Work with the president & chief executive officer, as well as the vice president & chief financial officer, to manage budgets for The Trust's annual grantmaking, grant strategies and department-level operations
- Oversee the development and presentation of grantmaking strategy recommendations and reports to The Trust's board of trustees for consideration
- Work with the Research, Evaluation & Strategic Learning Department on the development of evaluations and publications tied to grantmaking strategies
- Work with the Communications Department to assure that communications advance and support The Trust's grant strategies
- Work with the Finance & Operations Department to assure that fiscal practices advance and support Trust grant strategies, and work with Grants Department colleagues to support strategy budget responsibilities
- Keep The Trust's senior staff team and board of trustees updated on grantmaking strategies
- Develop and maintain strategic external partnerships with stakeholders, nonprofits, community leaders and residents, governmental agencies, foundations and other entities
- Look for opportunities to partner with other funders to strengthen Trust grantmaking strategies and further its health equity vision
- Support and advance the professional development of Grants Department staff
- Serve on national, state and local committees, boards and working groups
- Serve on Trust internal committees and working groups as requested
- Maintain confidentiality with respect to the business and affairs of the foundation
- Carry out other duties as assigned.

Qualifications

The vice president of grants shall be a person who has:

- Significant executive management experience
- Significant experience with or understanding of philanthropy and foundations
- Demonstrated skill and experience in leading and supporting collaborative teams and teamwork
- Demonstrated experience in or understanding of working with remote staff to create a cohesive organizational identity, culture and structure
- Awareness of and ability to understand and support community organizing approaches and how these support change
- 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 problem-solving skills that will result in the efficient and effective functioning of the Grants Department
- Ability to think and act analytically and strategically in the design, implementation and execution of grantmaking strategies and related projects
- 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 communities in which it works
- The ability to navigate inherent tensions and power differentials between a private foundation and grassroots community organizing, policy, advocacy and leadership development strategies
- Understanding of (or the ability to learn) how a private foundation may use its own levers of power in support of community and grantee priorities
- Excellent written and oral communication and presentation skills
- Proven leadership skills and an ability to guide, direct and coach Grants Department 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, Concur), and payroll and staff management software (e.g., Paylocity)
- Experience with social media (e.g., Facebook, Twitter)
- Ability to represent The Trust in public and community settings, make presentations and communicate effectively with grantees, partners, media and other stakeholders
- Ability to maintain cooperative, supportive and productive relationships with Trust staff and trustees, grantees, community members and other funders, and to work well as a team player across all departments of The Trust
- Ability to understand and communicate The Trust's vision of achieving health equity for all Coloradans.

Salary range

\$204,000 – \$227,000 annually. The Trust offers its employees a comprehensive and competitive benefits package, including medical and dental coverage, retirement plan, group life insurance and paid time off.

To apply

Please submit a detailed letter of interest and résumé, combined in a single Microsoft Word (.docx) or Adobe Acrobat (.pdf) file, to [Miranda Etheridge](#) of [Diverse Talent](#).

The deadline to apply for this position is end of day on Friday, May 14, 2021.

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.