



Program Associate

About The Weld Trust (“TWT”)

The Weld Trust’s (TWT) mission is, “To promote excellence in health and education in Weld County.” We are a health conversion foundation whose beginnings came from the sale of North Colorado Medical Center in Greeley, Colorado in October 2019.

TWT is currently developing as a young philanthropic foundation and has undergone a comprehensive strategic planning process. We have identified 7 key initiatives in health and education: Childhood Literacy, Access to Resources (K-12), Workforce Development, Housing Stability, Food Security, Behavioral Health, and Healthy Habits. In addition, we are accepting LOI’s for our Flagship Grants which are larger, community-based projects.

TWT exists as a Supporting Organization to the **Weld Legacy Foundation (WLF)**. The two organizations have mirrored Missions and Boards. The WLF does fundraising that benefits health and education causes in Weld County, Colorado, to include developing capacity of Weld County nonprofits, educational institutions, and government agencies.

About the Position

The Program Associate reports to the respective Directors of Health and Education Grants and works closely with the Grants Manager and Program Officers to support the implementation of grant program strategy and assist with grant program workflows. The Program Associate will develop a strong knowledge of TWT’s grantmaking platform as well as handling administrative duties.

Duties and Responsibilities:

- Is conversant about program funding interests, evaluation, and communication efforts.
- Participates in team discussions concerning grantmaking strategies, program management, and evaluation.
- Responds professionally to letters, e-mails, and telephone calls requesting general information about TWT’s grant making and/or the status of proposal review.
- Contacts grant seekers to obtain additional information required to complete processing of their grant requests.
- Contacts grant partners to resolve routine reporting problems and administrative issues.
- Assists with the preparation of team documents, grant contracts, grant approval and declination letters, community response proposals and agreements, reports, internal memorandums, and other paperwork that are part of grant-related activities.
- Assists with the management of Program Officers’ appointments and meetings as requested.
- Become an effective user of TWT’s grants management and application intake software (Blackbaud), and will serve as backup to the Grants Manager
- Works on special projects as needed, including conducting basic research and analysis of data and grant trends
- Track, facilitate and follow up on communications needs relating to the grant program
- Coordinates administrative functions with team members in other areas of the organization to ensure an exchange of knowledge coverage as it relates to tasks and assignments among Grants Management and the Program Team
- Respond to inquiries from prospective and current grant recipients regarding all aspects of the grant process
- Supports Program Officers, Directors, and Grants Manager to monitor and process incoming grant applications, requests for modification and reports

Qualifications

- Bachelor's Degree
- Two-plus years' work experience in a professional setting
- Strong computer and internet skills with a high level of experience in Microsoft Excel, Word, and PowerPoint
- Outstanding organizational and interpersonal skills
- Strong attention to detail and extremely responsible
- Ability to take initiative and make independent, informed decisions
- Excellent writing and editing skills
- Analytical and problem-solving skills, including ability to interpret and summarize data
- Versatility and adaptability, with the ability to manage many projects and several priorities simultaneously
- Self-motivated team player who works cooperatively and positively with other employees.
- Passionate about solving community-wide problems and impacting the lives of Weld County citizens.

Salary Range = \$50,000 - \$65,000