El Pomar Fellowship

Position Title: Fellow/Program Associate
Location: Colorado Springs, CO
Reports to: Jennifer Dodd, AVP and Director of Leadership Programs

**Job Description**

El Pomar Fellows serve as Program Associates for El Pomar Foundation, a $600 million private grant making organization dedicated to bettering the lives of the people of Colorado. The two-year, full-time position provides recent college graduates with leadership development opportunities most people will not experience until late in their careers, if ever. Each year, the Fellowship brings together a cohort of 8-10 talented and driven individuals from diverse backgrounds. Incoming Fellows arrive with varied educations and experiences but also share critical commonalities: a connection to Colorado, a desire to lead, a willingness to learn and a commitment to make a difference. The dynamic nature of the work, complemented by the opportunity to intentionally develop leadership and professional skills, serves as a springboard as Fellows transition into graduate school or careers in the nonprofit, private, or public sectors.

When grant dollars alone aren’t the solution, El Pomar creates and operates programs that encourage leadership and promote community development. The primary responsibility of the Fellows is to staff and direct the Foundation’s community stewardship programs and provide support to the central functions of the Foundation.

Fellows spend approximately 80% of their time on program management and 20% on leadership and professional development.

**Essential Duties and Responsibilities**

- Review and analyze grant applications, create grant summaries, and provide recommendations to the Board of Trustees
- Serve as a point of contact and support person for one of El Pomar’s 11 regional councils, which are responsible for the strategic distribution of $200,000 in annual discretionary grants
- Conduct research, schedule, facilitate, and prepare materials for Council meetings
- Build relationships with nonprofit organizations through outreach and site visits
- Build and maintain positive relationships with grantees and Council members
- In collaboration with other staff members, lead El Pomar’s community stewardship programs through tasks including, but not limited to: marketing and communications, event planning and coordination, meeting facilitation, budget development and oversight, strategic planning and program evaluation
- Represent El Pomar Foundation at community events and programs throughout Colorado
• Other administrative duties assigned based on the Foundation’s needs

**Leadership/Professional Development**
To cultivate leadership and professional skills, Fellows participate in a number of professional development opportunities, such as:

- **Investment Challenge**: Designed to provide Fellows with an understanding of basic financial investing and personal financial skills, while also educating Fellows on the connection between the investment management of the Foundation’s corpus and its annual grant making activities
- **Nonprofit Management**: Taught by an adjunct faculty member of the University of Colorado and former nonprofit CEO, explores various aspects of the nonprofit world such as marketing and communications, financial statements, fund development, ethics, strategic planning, and board governance
- **Nonprofit Financials**: A theoretical and practical tutorial of basic organizational financials that helps Fellows in the grant review process and future roles as nonprofit leaders, professionals, and board members
- **Outward Bound**: A 6-day outdoor leadership course with Colorado Outward Bound School
- **Personal Leadership/Career Development**: Training through several behavioral instruments including Myers Briggs, TKI Conflict Management, Change Style Indicator and 360-degree feedback

**Required Qualifications**
- Bachelor’s degree
- Capable of traveling throughout the state of Colorado on official Foundation business
- Have a Colorado connection, e.g. be a state resident, have attended an in-state college/university, or have family who are current or former residents

**Preferred Knowledge, Skills, and Abilities**
*Applicants must demonstrate:*
- Strong leadership capability and potential, a strong work ethic, and an interest in public service or civic engagement
- Strong verbal communication and writing skills
- Creativity and resourcefulness
- The highest standards of professionalism and behavior
- Personal initiative and determination
- Attention to detail and the ability to develop and work within project plans and timelines
- Flexibility and ability to work effectively under pressure
- The ability to work as a member of a team

**Duration of the Fellowship**
The Fellowship begins in mid-July and generally lasts two years from the date of entry into the program. Specific entry and completion dates are based on Foundation requirements and individual considerations including future employment opportunities.
Employment with the Foundation is considered to be "at-will." Colorado is an “at-will” state, meaning that employees and employers may voluntarily enter into and cease employment agreements at any time.

Application Procedure
- Letter of Intent (not to exceed two pages): describe your interest in the Fellowship and in serving the communities of Colorado. In addition, please cite a specific example from your resume highlighting a lesson you learned about leadership
- Resume
- College transcript(s)
- Two references who can speak to your leadership abilities and work ethic
- To apply online, please visit www.elpomar.org/fellowship

Application Deadline
Applications must be submitted electronically by 11:59 p.m. MST on January 8, 2020.