JOB DESCRIPTION

Position: Fellow/Program Associate

Reports to: Senior Vice President of Leadership/Director of the Fellowship

Job Classification: Full-time, non-exempt

Compensation: $19.50 per hour
Competitive benefits package included

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JOB DESCRIPTION:

El Pomar Fellows serve as Program Associates for El Pomar Foundation, located in Colorado Springs, Colorado. El Pomar Foundation is a $600 million private grant making organization dedicated to bettering the lives of the people of Colorado. The Fellowship experience develops high-achieving, service-minded, recent college graduates and early career professionals into dynamic community leaders primed to make an impact across multiple sectors. Fellows obtain valuable learning opportunities through direct exposure to Colorado’s philanthropic and nonprofit arenas, targeted professional development, peer management, program oversight and connection with an engaged network of more than 300 alumni.

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. Fellows are supervised by Foundation staff and report to the Senior Vice President of Leadership.

The Fellowship begins in mid-July and lasts approximately 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Under the direction and 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, assist with budget development and monitoring, strategic planning and program evaluation

2021 Fellowship Job Description - Updated 6/16/2021
• 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
• Review and analyze grant applications, create grant summaries and provide recommendations to the Board of Trustees under the supervision of Senior Staff members and the Grants Department
• 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 high caliber 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 Financials/Personal Finance: 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; it also provides Fellows with knowledge and tools for managing personal finances.
• Civic Engagement: An opportunity to learn about the philanthropic and business community through a speaker series and discussion groups
• Outdoor Session: (optional and dependent upon availability) A week long outdoor leadership course with Colorado Outward Bound School or other outdoor experiential organization
• Personal Leadership/Career Development: Leadership insights such as 360 degree feedback and behavioral self assessments supported by monthly coaching sessions
• Personal Presence: Through public speaking and presentations there are platforms to practice the power to persuade others to gain their cooperation and commitment
• Coaching and Feedback: Proven coaching strategies and feedback model designed to optimize individual and team effectiveness
• Business Writing: Applied practice of Foundation writing and brand standards designed to support and improve Fellows’ business writing skills

KNOWLEDGE, SKILLS AND ABILITIES:
• 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

QUALIFICATIONS AND PHYSICAL DEMANDS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. A successful candidate must be able to work in a fast-paced environment with exceptional multi-tasking.
skills. Well-developed organizational, analytical and problem-solving skills are required. Applicants should be honest, confident, personable and professional.

This position requires the ability to work in a professional courteous manner with the public and honor the Foundation’s recognized RITE values (Respect, Integrity, Teamwork and Excellence).

The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A successful candidate must have a bachelor’s degree by start date.

Must have the ability to travel throughout the state of Colorado on official Foundation business; a valid driver’s license is preferred.

It is preferred that the candidate demonstrates a connection and commitment to Colorado.

Hiring is subject to employment pre-screening (background check).