



JOB DESCRIPTION

Position	Program Associate/Fellow
Reports to:	Senior Vice President and Fellowship Program Officer
Job Classification:	Full-time, non-exempt 40 hours per week, occasional overtime
Compensation:	\$21.00 per hour (\$43,680 annually)
Start Date:	July 22, 2024

About the Foundation

Founded in 1937 with a mission to enhance, encourage, and promote the current and future well-being of the people of Colorado, El Pomar Foundation is one of the largest private foundations in the state, contributing over \$25M annually in grants and programs to support Colorado nonprofits. Employees at El Pomar are part of a culture that seeks to help people live better lives and empower communities and individuals to make meaningful collective impact. We are committed to our values of respect, integrity, teamwork, and excellence, and work hard every day to lift each other up and make a difference in the lives of our grantees, their communities, and the sector as a whole. Much is expected of our staff in pursuit of this mission, and much is received in return.

The Fellowship

Giving young leaders an opportunity to grow and learn how to lead is critical to the long-term success of organizations in Colorado. In 1991, we created our Fellowship program for recent college graduates and early career professionals to support the pipeline of leaders in our state. As a two-year program, Fellows work full-time for the Foundation, spending 80 percent of their time supporting programs and grant making work of El Pomar and 20 percent of their time participating in a comprehensive professional development curriculum.

Two years go by quickly, but it's the launchpad for lifelong impact. Fellows obtain invaluable learning opportunities and networking through direct exposure to Colorado's philanthropic and nonprofit arenas, targeted professional development, peer management, program oversight, and connection with an engaged network of nearly 300 Alumni. It's a winning combination to build the next generation of Colorado's leaders and accelerate their career trajectories.

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1st Year Fellows begin as Program Associates and the following year become 2nd Year Fellows/Senior Program Associates. In addition to mastering the essential duties and responsibilities, 2nd Year Fellows have additional responsibilities of delegating, managing and onboarding incoming 1st Year Fellows and Interns providing them with valuable supervisory experience. All Fellows are supervised by Foundation staff, the Fellowship Program Manager, and report to the Senior Vice President and Fellowship Program Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Under the direction and in collaboration with other staff members, Fellows assist in El Pomar's programs and perform tasks including, but not limited to: marketing and communications, event planning and coordination, meeting facilitation, assistance with budget development and monitoring, writing reports, creating grant summaries, and participating in strategic planning and program evaluation activities
- Serve as a point of contact and support staff for at least one of El Pomar's 11 Regional Partnership Councils, which are responsible for the strategic distribution of \$200,000 in annual discretionary grants
- Conduct research, schedule, facilitate, and prepare materials and minutes for Council meetings
- Build relationships with nonprofit organizations, community and business leaders through outreach, speaker series, externships, and site visits
- Build and maintain positive relationships with grantees, Council members, staff, and other stakeholders
- 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

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated leadership capability and potential, a strong work ethic, and an interest in public service or civic engagement
- Strong verbal communication and writing skills
- Well-developed critical thinking, analytical, and problem-solving skills
- The highest standards of professionalism and behavior
- Personal initiative, resourcefulness, 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:

Demonstrate a commitment to serving the people of Colorado

- Have a bachelor's degree by the cohort start date
- Be able to work in a fast-paced environment and balance multiple demands and deliverables
- This position requires the ability to work in a professional manner with the public and honor the Foundation's RITE values (Respect, Integrity, Teamwork and Excellence).
- Candidates must have the ability to travel throughout the state of Colorado on official Foundation business.

The requirements listed above are representative of the knowledge, skill, and/or ability required.

Accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

TO APPLY:

To apply, visit www.elpomar.org/fellowship/apply/ or reach out to recruiting@elpomar.org if you have any questions.

BENEFITS:

Paid Time Off

- Offer vacation, health and wellness, and floater days
- Options to roll-over and/or year-end cash-out
- In 2025, 10 days vacation, 10 days health and wellness, and 2 floater holidays per year (prorated for 2024)
- 11 holidays per year
- Paid FMLA (must meet FMLA requirements to qualify)
- Administrative paid time off for post-Fellowship career planning

403(b)

- Employees may contribute pre-tax earnings immediately upon employment
- After one year of employment, 100% match by Foundation on up to 6% of employee deferral

Medical, Dental, Vision and Accident Insurance

- Direct primary care provided by Peak Med at no cost to employee (must carry Foundation's medical insurance plan). No co-pays for office visits and access 24/7.

- Foundation pays 95% of medical, dental and vision premium for employee and their dependent(s)
- Foundation pays 100% of cost for AFLAC and Identity Theft Protection

Flexible Spending Account (FSA)

- Pre-tax dollars from your paycheck to get reimbursed for qualified medical and dental expenses or child care funds
- Up to \$3,050 for medical and dental and up to \$5,000 for dependent care per year
- \$610 roll-over permitted

Childcare Benefit

- After 6 months of service, eligible for daycare assistance for employee's dependent child or children under the age of 5 and living with the employee. Reimbursed for 30% of the daycare fee paid to a qualified, licensed daycare provider with a maximum monthly benefit of \$500.

Continued Education/Tuition Reimbursement

- The Foundation places great value in the skills and abilities of our employees. To maintain and improve those skills, we offer educational benefits for memberships in employment related professional societies or associations, and to attend employment related local, regional or national trainings, seminars and meetings.
- Employees in the Fellowship with at least 6 months of service may be reimbursed for undergraduate or graduate academic course work that maintains or improves job related skills or are in the Foundation's areas of interest. The Foundation will reimburse 100% of tuition at public universities or 50% of tuition at private universities for up to 6 academic hours per semester. The employee must maintain a B or higher grade to receive the reimbursement. Also, the Foundation will reimburse the employee up to \$500 per semester for books, supplies, and/or parking pass. This reimbursement may be considered a taxable event to the employee.
- The Foundation provides up to \$2,000 a year for employees to participate in a pre-approved certificate program that may or may not be job related.
- Support for GRE, LSAT, and graduate school exams and preparation (one-time and up to \$300)

Other Insurance

- 100% employer paid Basic Life and AD&D Insurance
- 100% employer paid Long Term Disability Insurance

Other Benefits

- 100% employer paid AAA membership
- Hybrid work schedule (remote work is up to two days per week)