



## JOB DESCRIPTION

<b>Position:</b>	Vice President of Leadership and Fellowship Program Officer
<b>Reports to:</b>	Chief Operating Officer
<b>Job Summary:</b>	Provide strategic and operational leadership and support for the development, operation and management of El Pomar's Leadership Programs, including but not limited to the Fellowship, Internship, and PeOPLE Program
<b>Job Classification:</b>	Full-time, exempt
<b>Salary Range:</b>	\$95,000 - \$105,000 (dependent on experience)

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### 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.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### Fellowship Program:

- Serve as a member of El Pomar's Senior Staff
- Accountable for the overall strategic objectives and goals and of El Pomar's Fellowship program
- Provide strategic oversight for the Foundation's professional development needs and initiatives
- Develop and orchestrate the execution of the Fellowship professional development curriculum to include annual assessment and evaluation ensuring the professional development best prepares Fellows for their programmatic responsibilities and post- Fellowship career pursuits.
- Serve as a mentor and coach for first, second and third (when applicable) year Fellows through the RITE values (Respect, Integrity, Teamwork, Excellence) and the 5 R's (Resourceful, Relational, Responsive, Resilient and Reliable)
- Supervise the Fellowship Deputy Director
- Provide performance feedback to all Fellows
- Provide mentoring, coaching and feedback for members of the permanent staff as may be requested and agreed upon
- Facilitate regular meetings focused on team building, professional development, and leadership development
- Oversee New Fellow Orientation, ensuring a comprehensive program for new Fellows, and facilitating acclimatization to Foundation culture
- Provide leadership and guidance for Fellowship recruiting
- Provide leadership and guidance to strengthen the Fellowship Alumni network
- Develop and manage the budget for the Fellowship, Internship and PeOPLE programs
- Serve as a Senior Staff representative to one or more regions through El Pomar's Regional Partnerships Program

**Other:**

- Oversee the Ferrand Fund grant making program and otherwise support the foundation's grant-making function
- Oversee and manage PeOPLE Program, other leadership programs and activities
- Consult with and make recommendations to the Vice President of Human Resources, for professional development trainings for permanent staff as may be requested and agreed upon

**General Responsibilities:**

- Be involved in the local community as a representative of the Foundation through board participation and other means of interaction to allow the Foundation to be better informed of issues and its own impact
- Other duties as assigned by Foundation executive leadership

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Proactive, strategic approach to seeking out ways to enhance the Foundation's ability to complete and extend its goals through your areas of program responsibility
- Proficiency in MS Office products
- Excellent verbal and written communication skills
- Advanced organizational and management skills, strategic thinking, capacity to see both the larger picture and the detailed steps needed to achieve it
- Ability to multi-task and problem solve under sometimes short or conflicting deadlines
- Strong interpersonal skills
- Ability to work independently, as well as a contributing member of a team
- Attention to detail and the presentation of quality work product
- Proactively seek to develop new skills to enhance overall job effectiveness
- Singular accountability and responsibility for all job elements
- Knowledge and experience of leadership and personality assessments, such as MBTI, Change Style Indicator, Leadership Practices Inventory, or other similar tools and curricula
- Effectively "manage up" while anticipating and meeting needs and expectations of supervisors and partnering with staff who work with Fellows and Interns to ensure their professional development
- Engaged in developing strong culture of feedback, both giving and receiving

**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 values of 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, at least 8-10 years of people management experience and a certification with experience in coaching and leadership development. Personality and psychometric assessment credentials is preferred.

Must be able to travel within the State of Colorado.

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

**REMOTE WORKING:**

This position does qualify for up to (2) days of remote working per the Employee Handbook and upon supervisor approval.

## **CURRENT BENEFITS:**

### **Paid Time Off**

- 15 days vacation, 10 days health and wellness and 2 floater holidays per year (vacation time increases with years of service)
- Options to roll-over and year-end cash-out
- 10+ holidays per year
- Paid FMLA (must meet FMLA requirements to qualify)
- Paid FAMLI – administered by State of Colorado and must meet requirements to qualify – this benefit does not provide 100% wage replacement

### **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 One Medical 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 supplemental insurance and identity theft protection

### **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.
- Full-time employees with at least 1 year 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.

### **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

## **HOW TO APPLY:**

Please submit a resume and cover letter to Nicole Magic at [nmagic@elpomar.org](mailto:nmagic@elpomar.org) no later than Friday, March 29, 2024 at 5:00pm.