JOB DESCRIPTION

Position:	El Pomar Foundation 2027 Fellow
Reports to:	Senior Vice President of Leadership and Fellowship Program Officer
Job Classification:	Full-time, non-exempt 40 hours per week, occasional overtime
Compensation:	$25/hour ($52,000 annually)
Start Date:	August 3, 2027

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 $25 million annually in grants and programs to support Colorado nonprofits. Employees at El Pomar are part of a culture that seeks to help empower communities and individuals to make meaningful collective impact. We are committed to our values of respect, integrity, teamwork, and excellence; we work to lift each other up and make a difference in the lives of our grantees, their communities, and the sector. Much is expected of our staff in pursuit of this mission, and much is received in return.

ABOUT THE FELLOWSHIP:

Giving future 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. During the 22-month program, Fellows work full-time for the Foundation supporting the programing and grant making work of El Pomar along with participating in a comprehensive professional development curriculum.

The Fellowship serves as a dynamic environment where emerging professionals gain hands-on experience, test their skills, and grow through real-world challenges. 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 more than 300 Fellowship alumni. It's a combination of building the next generation of Colorado's leaders and accelerating their career trajectories.

1st Year Fellows begin their journey by focusing on mastering the core duties and responsibilities essential to the role. In their 2nd year, Fellows take on expanded responsibilities that include supporting onboarding efforts, contributing to team collaboration, and serving as experienced resources for incoming 1st Year Fellows and Summer Interns. These opportunities allow 2nd Year Fellows to deepen their professional development and leadership skills. All Fellows are supported by Foundation staff, the Fellowship Program Manager, and report to the Senior Vice President of Leadership and the Fellowship Program Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in El Pomar's programs and perform tasks including, but not limited to: marketing and communications; event planning and coordination; project management; meeting facilitation; assistance with budget development and monitoring; writing reports and grant summaries; and participating in strategic planning and program evaluation
- 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 $250,000 in annual discretionary grants
- Conduct research, schedule, facilitate, and prepare materials and minutes for Council meetings
- Build relationships with nonprofit organizations along with community and business leaders through outreach, speaker series, externships, and site visits
- Develop and maintain positive relationships with grantees, council members, staff, and other stakeholders
- Review and analyze grant applications, write grant summaries, present grant requests, and provide recommendations to the Board of Trustees under the supervision of Foundation staff and the Grants Office
- 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:

- Demonstrate leadership capability and potential along with 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
- High standards of professionalism and behavior
- Personal initiative, resourcefulness, and determination
- Attention to detail and ability to develop and work within project plans and timelines
- Flexibility and ability to work effectively under pressure
- Ability to work as a member of a team

PROFESSIONAL DEVELOPMENT:

Professional Development is tailored to suit the skills and interests of each Fellowship class. Examples of Professional Development include:

- Investment classes
- Introduction to grant making
- Nonprofit management course
- Career coaching
- Leadership development
- SBI Feedback
- Networking opportunities

WHAT YOU WILL GAIN:

- Exposure to nonprofit and philanthropic operations and organizational strategy
- Hands-on experience working with teams across the Foundation
- Development of professional skills, including communication, organization, and project management
- Experience collaborating in a team-based, professional environment
- Opportunities to build relationships with Foundation staff, Fellows, and community partners
- Mentorship and guidance from experienced professionals
- Exposure to program development and implementation, including event planning, partner engagement, and community outreach
- Hands-on experience supporting meetings, site visits, and initiatives across Colorado, while gaining insight into partner and stakeholder relationships

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
- Obtain a bachelor's degree by the start date
- Be able to work in a fast-paced environment and balance multiple demands and deliverables
- Be able to work in a professional manner with the public and honor the Foundation's RITE values (Respect, Integrity, Teamwork and Excellence)
- Ability to travel throughout the state of Colorado on official Foundation business
- Must be currently authorized to work in the United States on a full-time basis. This position is not eligible for visa sponsorship.

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

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

Hiring is subject to employment background check.

TO APPLY:

Applications will open on November 3, 2026, and will close on December 15, 2026.

To apply, visit www.elpomar.org/fellowship/apply/ or contact 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 2027, 5 days vacation, 5 days health and wellness, and 1 floater holiday
- In 2028, 10 days vacation, 10 days health and wellness and 2 floater holidays
- 10+ holidays per year
- Paid FMLA (must meet FMLA requirements to qualify)
- 80 hours administrative paid time off for post-Fellowship career planning

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- 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 medical and dental expenses or child care funds

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. Employees are 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 qualify for this benefit after six (6) months of service.

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