



## JOB DESCRIPTION

<b>Position</b>	Program Associate/Fellow
<b>Reports to:</b>	Senior Vice President of Leadership/Director of the Fellowship
<b>Job Classification:</b>	Full-time, non-exempt 40 hours per week, some occasional overtime
<b>Compensation:</b>	\$20.50 per hour (\$42,640 annually)
<b>Benefits:</b>	Medical Dental Vision, Paid Time Off and 403(b) Other benefits may be available.

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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, Fellows lead El Pomar's community stewardship programs through tasks including, but not limited to: marketing and

communications, event planning and coordination, meeting facilitation, assistance with budget development and monitoring, strategic planning and program evaluation

- 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

As a Second Year Fellow, in addition to mastering the essential duties and responsibilities, they gain valuable supervisory experience as they delegate, coach and support the onboarding and development of First Year Fellows under the direction of the Deputy Director and Director of the Fellowship.

### **LEADERSHIP/PROFESSIONAL DEVELOPMENT:**

To cultivate leadership and professional skills, Fellows participate in several 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
- **Team Development** (optional and dependent upon availability): A weeklong outdoor leadership and team development 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:** Public speaking, meeting facilitation and presentations provide platforms to practice persuading others to gain their cooperation and commitment Development of public speaking, facilitation and presentation skills through applied practice
- **Coaching and Feedback:** Skill building opportunities to develop and hone coaching strategies

and feedback optimize individual and team effectiveness

- **Business Writing:** In depth exposure to Foundation writing and brand standards designed to support and improve Fellows' business writing skills
- **Technical skills:** PowerPoint and Excel Certifications; Project Management education

### **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 successful Fellowship candidate will demonstrate a commitment to serving the people and state of Colorado. Hiring is subject to employment pre-screening (background check).

### **ADDITIONAL BENEFITS:**

- Competitive Health, Vision and Dental benefits
- Hybrid work schedule (ability to work remote up to two days per week)
- Board Service Opportunities
- Reimbursement for academic course work relevant to position (after 6 months of employment)

- Support for GRE, LSAT and graduate school exams and preparation (one-time and up to \$300)
- 403(b) savings plan with employer match (after 12 months of employment)
- AAA Plus membership reimbursement
- Federal holidays observed and one floater holiday earned for each 6 months of employment
- Administrative paid time off for post-Fellowship career planning