

TELLURIDE FOUNDATION
COMMUNITY IMPACT COORDINATOR
A Two-Year Telluride Foundation Leadership Fellowship

JOB DESCRIPTION

OVERVIEW:

At the core of the Telluride Foundation's mission is a focus on strengthening the communities we serve; helping to bolster community vitality and resilience is woven throughout all our initiatives, including nonprofit support, scholarships, climate, housing, health, food security, and economic development. This position represents an outstanding opportunity for a high-performing individual to support the Foundation's programs and initiatives, including Community Grants and scholarship programs, Local Climate Resiliency Initiative, Food Security Initiative, and economic development and community vitality programming. The Coordinator will have the opportunity to engage in strategic development, research, grant writing, and program implementation. This position has excellent career growth potential, and the Foundation is committed to providing leadership and professional development opportunities.

The Coordinator would be based at the Telluride Foundation office in Telluride and be supervised by the Foundation's Vice President of Programs.

RESPONSIBILITIES:

- Work directly with the VP of Programs to facilitate the Foundation's grant and scholarship programs, organize nonprofit capacity-building trainings, and serve as a liaison to the nonprofit community.
- Assist in fundraising and implementing all the organization's programs and initiatives, including supporting the Foundation CEO and VP of Programs in implementing our climate initiative, helping to foster community engagement and best practices contributing to environmental sustainability and climate resilience.
- Learn and become proficient in grants, scholarships, grant research, and software necessary to support all Foundation programming.
- Support staff in a strategic community vitality/resiliency planning effort to better understand how the Foundation can best support and strengthen the communities it serves and modify and maximize its programs and initiatives to prepare for future environmental, social, and economic realities.
- Conduct research on grant opportunities for implementing projects and initiatives and assist in writing grants and reports for project-specific funding.
- Help to establish and strengthen partnerships and collaborations with local, state, and national organizations that support the mission of the Foundation.
- Support Telluride Venture Accelerator in their climate-related acceleration bootcamps.
- Assist with two local endowment groups based in Norwood and Naturita, supporting their ability to fundraise and be more sustainable.

- Help prepare grant reports, collecting data and metrics to evaluate project impact.
- Write communication pieces, including press releases, website content, newsletter articles, and reports and memos that inform community partners, donors, and the public.
- Contribute across all aspects of Foundation programming and events to help create a collaborative and supportive work environment.

QUALIFICATIONS:

- A bachelor's degree and 4+ years of experience or education in nonprofit, community, or resiliency related field.
- Knowledge of and experience with public or private funding sources for climate and conservation programs, food security, and/or housing, including grant processes and experience using public and private grants to fund work.
- Interest and/or experience in climate related work.
- Proficiency in quantitative and qualitative data analysis.
- Capacity to engage in high-level strategic thinking.
- Excellent interpersonal skills in dealing with government representatives, donors, nonprofits, and colleagues.
- Excellent written and oral communication skills, including presentation experience.
- Attention to detail and organization skills.
- Ability to work as an effective team member and willingness to take on a variety of tasks and learn new skills.
- Willingness and availability to travel and attend meetings and convenings during the evening and on weekends.

COMPENSATION & BENEFITS:

- Salary of \$70,000.
- Benefits package includes paid vacation, sick leave and holidays, health and dental insurance partially paid, company matching IRA program, flexible spending and dependent care account, and support for purchase of season ski pass.
- Professional development opportunities and leadership training.

HIRING PROCESS:

The Telluride Foundation is an equal opportunity employer. Qualified, interested candidates should email the following to april@telluridefoundation.org, by or before July 31, 2024.

- Letter of Interest
- Current resume

ABOUT THE FELLOWSHIP STRUCTURE:

The Community Impact Coordinator will be the first person hired as a Telluride Foundation Leadership Fellow. This fellowship program aims to support rising nonprofit leaders, expand their skills and network through thoughtful mentorship and help build their skills in a series of issue areas, including but not limited to foundation grant-making and climate work. The fellow will work across many programs, as listed above, but will

have the chance to work in-depth on climate projects as the Telluride Foundation grows its nascent climate initiative. This two-year fellowship position is largely supported by an anonymous Telluride Foundation donor. The fellowship has the potential to convert to a permanent position with the Foundation.

MORE ABOUT TELLURIDE FOUNDATION:

The Foundation is committed to fostering a staff team that reflects the rich diversity of the communities we support. We welcome applications from individuals with varied backgrounds and experiences and we understand that candidates may not fit every specification precisely.

We are a unique community foundation committed to pursuing endeavors that push the envelope in the world of philanthropy. For over 20 years, we have focused on creative, entrepreneurial solutions to help solve the region's most pressing challenges. Through the Foundation's initiatives, we address critical issues including workforce housing (<https://telluridefoundation.org/impact-initiatives/housing-opportunity-fund/>), climate resiliency, health (<https://tchnetwork.org/>), food insecurity, creating a local entrepreneurial ecosystem (<https://tellurideventurenetwork.com/>), and assisting rural communities transition from coal-based commerce to economies representing a more resilient future. For more information on the Telluride Foundation, visit our website at www.telluridefoundation.org.