



Program Director (Application Deadline: October 3rd, 2016)

Chinook Fund supports grassroots organizations working on issues of social and economic justice; by pooling our collective resources, we seed groups making a positive, systemic impact to improve the quality of life for all Coloradoans.

Position Summary

The Program Director is a full-time, exempt employee and reports to the Executive Director.

The Program Director is responsible for leading, developing, implementing and evaluating all aspects of our programs, including but not limited to the Giving Project. The Giving Project is an innovative and transformational model. It gives participants the opportunity to build community, to have intentional and transformational conversations about race and class to be a part of the impact of collective giving, and to experience the tensions and joys of making grants. The Program Director will work closely with the Executive Director and Administrative Manager. Chinook Fund's entire staff and board will work together as a team, participating in planning, fundraising, administrating and relationship building.

To learn about our Giving Project model, please read the following:

<https://chinookfund.org/support-social-justice/the-giving-project/>

<http://www.socialjusticefund.org/giving-projects>

<http://www.socialjusticefund.org/news/were-featured-gift-magazine>

This position will be full time starting January 1, 2017 with an anticipated salary is \$50K with full retirement, health and dental coverage. From October until December, this position will be a Part Time position for cross-training with current Program Director at \$23 an hour with an option for full health care coverage.

Chinook Fund is an Equal Opportunity Employer. Women, people of color, and LGBTQ individuals are encouraged to apply. Please email your cover letter and resume to dyuan@chinookfund.org by end of day October 3rd, 2016.

Qualifications and Qualities

Required:

- Demonstrated commitment to social justice issues and a strong social justice analysis.
- Extensive community organizing experience (formal or informal).
- Program planning experience — demonstrated ability to create and execute a program that meets goals & objectives, devise and implement systems, evaluate and improve based on feedback, and coordinate with other program areas.
- Facilitation skills, including working with people from diverse backgrounds and working with medium to large groups.
- Experience with popular education, adult learning, or facilitation of diverse learning styles.
- Ability to quickly build strong relationships with constituency, including Giving Project members and grantees.
- Ability to motivate and engage volunteers and build a strong, functional team.
- Detail-oriented and ability to balance multiple priorities
- Self-motivated, effective problem-solver.
- Ability to encourage a culture of learning and experimentation throughout the organization.
- Strong communication skills, including active listening, receiving and giving feedback, and communicating across teams.
- One-on-one grassroots fundraising experience.
- Fearlessness about asking—for money, time, etc.
- Visionary, pioneering, and courageous personality.
- Computer skills including Microsoft Office and databases.
- Willingness to work as a team on a variety of tasks.
- Willingness to work frequent evenings and weekends and travel occasionally.
- Should be grounded, authentic, non-judgmental and generous of spirit.
- Sense of humor.

Desired:

- Experience developing and leading workshops and trainings, with an anti-oppression focus.
- Experience with Chinook Fund constituency and/or grantees.
- Experience in volunteer management
- Experience in fundraising from major donors or the business community.
- Public speaking experience.
- Fluency in a language other than English.
- Expertise in any of the required qualifications, with the ability to train others in those areas.

Duties and Responsibilities

1. Program Management

- Plan and manage all programs.
 - i. Implement and facilitate two full-length, 6 month Giving Projects meetings, training and workshops
 - ii. Alumni program, working with alumni of past Giving Projects and Grantmaking Committees to engage them as long-term constituency and develop their leadership
- Evaluate, improve, and design new curricula for all programs.
- Explore possibility of launching Giving Project in non-metro Denver
- Actively participate in annual national convening of Giving Project sister funds

2. Giving Project Management

- Identify prospects and recruit volunteers for Giving Projects.
- Work with staff and volunteer leadership team to develop and implement Giving Projects.
- Train, coach, and manage Giving Project participants
- Facilitate meetings, trainings and workshops in Giving Projects with a nurturing, gently directive, and supportive style and practice
- Take responsibility for Giving Projects reaching their goals (quantitative and qualitative).

3. Fundraising

- Ensure each Giving Project participant makes a meaningful financial contribution.
- Participate in Giving Project and general fundraising campaigns—making phone calls and visits to donors as needed.
- Contribute to project-specific foundation prospecting and grantwriting.
- Steward relationships with constituency and donors.
- Manage Giving Project programmatic outcomes at 30th anniversary event

4. Other Programs

- Develop programming responsive to grantee needs, such as technical assistance, convening opportunities, and greater accessibility to rural regions of Colorado
- Explore and lay the groundwork for the launch of Grantee convening in 2018

5. Outreach

- Participate in regional grantmaking networks when possible
- Represent Chinook Fund at events in the community
- Build connections in the progressive grassroots organizing community in Colorado, especially with an eye to fostering deeper connections in rural Colorado

6. Other related tasks as identified by the Executive Director