



CHINOOK FUND

## **Program Manager Job Description**

*Created May 2019*

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 Coloradans. [www.chinookfund.org](http://www.chinookfund.org)

Chinook Fund is both a fundraising and grantmaking organization. We award small grants to grassroots organizations that build power for social change. Funds for these grants are primarily raised through the organization's innovative Giving Project, which unites a diverse group of people from all class backgrounds to strengthen their fundraising, grantmaking, and community building skills.

Since its founding in 1987, Chinook has awarded over \$3.2 million in grants to more than 350 grassroots groups in Colorado.

### **Employment Type**

Part-time Staff, exempt. Based at Chinook Fund's office at the Posner Center in Denver, CO.

**Hours:** 30 hrs/week

**Salary Range:** \$34,000 to \$38,000 depending on experience plus benefits. Benefits include health, dental, vision, tax-deferred individual retirement account, and paid time off. Employer pays 100% of premiums and contributes 5% of salary to the retirement account after 3 months of employment.

### **Reporting Relationship**

Program Director

### **Position Summary**

Working under the direction of the Program Director and with Chinook Fund's staff, the Program Manager will implement Giving Projects. This includes outreach, networking, and relationship-building to bring new people into Giving Projects; skilled facilitation on topics as varied as race and class analysis, grassroots fundraising, and democratic grantmaking; and one-on-one coaching of Giving Project members in their individual fundraising plans. This dynamic position is a great fit for someone who enjoys doing a variety of different tasks and learning new skills. The ideal candidate has experience with project management, facilitation, grassroots fundraising, community organizing, an excellent social justice analysis, and the ability to motivate and engage volunteers from a variety of backgrounds.

The Giving Project is an innovative model for funding social change, building community, and transformative leadership development. It brings together a diverse group of people of all income levels who are passionate about social change and interested in building their skills in fundraising, grantmaking, and community building. It gives participants the opportunity to have intentional and transformational conversations about race and class, to experience the impact of collective giving, and to experience the tensions and joys of grantmaking. Participants work together to raise and grant money to organizations that build power for social change in Colorado.

Chinook Fund currently hosts two Giving Projects a year and plans to launch a third Giving Project in 2020.

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

<https://chinookfund.org/givingproject/>  
<https://www.givingprojects.org/>

We envision our staff as a fully collaborative team in service to our mission. As Program Manager, you will have a direct impact for social change—developing new leaders to resource social justice movements and moving hundreds of thousands of dollars to some of the most important community organizing in Colorado.

## **Responsibilities by Function**

### **Program Management: 85%**

#### *Facilitation and Coaching*

- Serve as the support facilitator for the 2019 Fall Giving Project and the lead facilitator for the 2020 Spring and Fall Giving Projects;
- Facilitate meetings and trainings with a nurturing, gently directive, supportive style and practice;
- Conduct individual check-ins with members about their giving, fundraising, and grantmaking;
- Support the Program Director to design and update curricula for the Giving Project and other trainings reflecting best practices that are in line with our organizational and program goals; and
- Be accountable for Giving Projects reaching their goals (quantitative and qualitative).

#### *Outreach and Recruitment*

- Recruit participants for Giving Projects;
- Plan and lead information sessions;
- Support staff, board, and alumni to recruit candidates;
- Interview candidates and potential applicants; and
- Support the development of marketing materials and new outreach strategies.

#### *Administration*

- Support screening of grant applications in the grantmaking process;
- Collaborate with the Operations and Grants Manager to administer Giving Project donation tracking;
- Collaborate with the Operations and Grants Manager to manage grantee participation in Giving Project events, such as community panels and celebrations;
- Manage communication with members regarding trainings, grantmaking, and fundraising; and
- Evaluate and document Giving Project work.

#### *National Giving Project Network*

- Participate in monthly national program calls;
- Attend the annual national convening of Giving Projects (1 week in late July/early August).

### **Fundraising Support: 15%**

- Ensure each Giving Project participant makes a meaningful financial contribution;
- Assist Giving Project members in fundraising strategy and implementation; and
- Participate in Giving Project and Chinook Fund's general fundraising campaigns.

## **Job Duties may include other tasks as identified by the Program Director**

### **Required Qualifications**

- Project planning experience—demonstrated ability to create and execute a project;
- Demonstrated commitment to social justice issues, the mission, and broad-based community engagement;
- Excellent social justice analysis, including personal awareness about race and class privilege;
- Excellent 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 support a strong, functional team;
- Ability to work frequent evenings and weekends, and travel occasionally;
- Ability to remain goal-oriented and grounded while navigating uncertainty;
- Computer skills including Microsoft Office, Google Suite, and databases;
- Comfort using multiple tools for communication, including phone calls, text messages, one to one conversations, and email;
- One-on-one grassroots fundraising experience;
- Strong communication skills, including active listening, receiving or giving feedback, and communicating across teams;
- Detail-oriented and able to balance multiple priorities;
- Self-motivated, excellent problem-solver;
- Willingness to work as a team on a variety of tasks; and
- Sense of humor.

### **Desired but not Required**

- Community organizing experience (formal or informal);
- Experience developing and supporting emerging leaders;
- Experience with Black, Native, or Latinx, communities;
- Fluency in a language other than English--Spanish preferred;
- Curriculum development or evaluation experience;
- Public speaking experience;
- Experience with Chinook Fund's constituency and/or grantees; and
- Expertise in any of the required qualifications, with the ability to train others in those areas.

### **To Apply**

Interested applicants should submit a cover letter, resume or CV to [hiring@chinookfund.org](mailto: hiring@chinookfund.org). Applications will be considered on a rolling basis with priority given to applications received before June 24th. The ideal start date for the qualified candidate is mid-August. References and writing samples will be requested from finalists.

Chinook Fund is an Equal Opportunity Employer and strives to represent all of our community members. We welcome applications from members of oppressed communities including people of color, LGBTQ individuals, and people with disabilities.