



COMMUNITY ENGAGEMENT FELLOW

Reporting Relationship: Program Director

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

Chinook Fund provides grants through our community leadership program, The Giving Project. 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. Participants work together to raise and grant money to organizations that build power for social change in Colorado.

Basic Function

The Community Engagement Fellow will provide administrative, communication, and event support to expand Chinook Fund's network across the state by deepening relationships with our donor and grantee constituencies, supporting outreach for new grant applicants, and recruiting participants to join our community leadership program, The Giving Project.

Chinook Fund currently hosts two Giving Projects per year. The Community Engagement Fellow will support robust statewide outreach for prospective grant applicants and volunteer participants by researching untapped community networks and media outlets, updating outreach collateral and web pages, posting online, organizing and speaking at presentations, and communicating directly with individuals and groups. The Fellow will also support outreach, publicity, and event management for our semi-annual Meet the Changemakers panel, at which grantee leaders discuss their organizing work for social justice with 200+ donors, partners, and volunteers per year. The Fellow will help deepen our partnerships with donors and alumni members through individualized outreach and relationship building with the support of the Grassroots Fundraising Manager.

Other duties include supporting our social media accounts, development campaigns, and acting as Chinook Fund's representative to the broader public.

Key Responsibilities

Outreach and Communication (80%)

- Schedule, publicize, manage, and present at Giving Project information sessions and grant application trainings
- Investigate and initiate opportunities to promote Chinook Fund and The Giving Project at other public events and among key constituencies
- Support publicity and outreach for Meet the Changemakers, grant deadlines, and our other public events
- Support outreach and publicity of alumni events when applicable
- Meet with interested individuals and groups
- Support the Grassroots Fundraising Manager in curating social media content and updating the community calendar by monitoring grantee websites, newsletters, and social media
- Communicate with grantee networks to update our community calendar

- Assist with gathering content such as images and web addresses for new grantees
- Send out media announcements and post on community lists, calendars, and pages
- Manage RSVP lists, track participation and attendance, answer emails and calls, provide supportive follow up with staff for participants of outreach events
- Update publicity collateral and webpages
- Support copy for our monthly e-newsletter and social media accounts

Administration (10%)

- Attend selected Giving Project meetings and offer administrative assistance (note taking, materials preparation) and facilitation support when applicable
- Support Giving Project member management, such as updates to our Google Group, Drive, and granting portal
- Support member communication, including weekly emails with meeting logistics and fundraising updates

Event Support (10%)

- Assist with event logistics such as food donations, space set up, and tech when applicable
- Investigate and initiate sponsorships for events when appropriate

Candidate Attributes and Skills Sought

- Excellent verbal and written communication skills
- Confidence speaking and making presentations for groups
- Committed to Chinook Fund's mission and vision for social change
- Experience working with people from all backgrounds and income levels
- Strategic, innovative, organized, energetic--a self-starter and team player who follows through
- Community organizing, teaching, event organizing, grassroots fundraising, or campaign experience a plus!
- Fluency or conversational speaking ability in Spanish a plus!
- Graphic design skills a plus!
- Experience with Canva, Mailchimp, Foundant, and Microsoft Office 365 including Teams, a plus!
- Zoom event management and digital facilitation a plus!

Logistics

- **Time:** 600 hours averaging 16 hours per week, with some weekends and nights. From Sept 7, 2021-June 10, 2022.
- **Compensation:** \$12,000
- **COVID response:** Chinook Fund is currently remote, with hopes to return to our office in spring 2022. Chinook Fund will provide a laptop and monthly Work From Home reimbursement to cover wifi and phone use. Our office is wheelchair accessible and 3 blocks from the light rail.

Required Application Documents

Interested applicants should submit a cover letter, resume or CV, and 2-4 page writing sample (non-academic writing preferred) to Program Director Juliette Lee at sjlee@chinookfund.org by **Friday April 16, 2021**.

Chinook Fund is firmly committed to affirmative action and strongly encourages people of color, women, LGBTQ, elderly and disabled candidates to apply.