

**Program Associate,
Rural Philanthropy Days
Denver based position**

The Community Resource Center (CRC) is seeking a fulltime, dynamic motivated program associate to join and contribute in the Rural Philanthropy Days (RPD) program team. CRC is a nonprofit organization, established in 1981 to provide leadership, training, technical assistance and consultation services to community based organizations in Colorado. CRC's work environment is fast paced, dynamic and flexible.

A 21-year program of CRC, RPD brings together a team of local leaders and Front Range based funders to meet shared goals through collective impact. Colorado is divided into eight rural regions comprised of five to ten of the 53 Colorado counties considered rural or mostly rural. Based in Denver, this position will require 25% travel in the Northeast, Northwest, Mountain and Southeast regions of Colorado. Please see www.crcamerica.org for a detailed description of the regions.

The RPD Program Associate will have the following responsibilities:

RPD Event

- Recruit, train evaluate and coordinate regional volunteers
- Travel to and support regional steering committees that plan and implement 3 day RPD event
- Provide ongoing support to regional committees in raising local resources
- Build and administer the RPD event registration system
- Coordinate, design and manage the RPD regional websites

RPD Outreach

- Build positive relations with and maintain regular communications with regional stakeholders
- Provide training, technical assistance and skill-building expertise in assigned regions and in Metro Denver to increase nonprofit capacity
- Communicate RPD impact to funders, stakeholders and other community partners
- Assist the program team in submitting grant applications for program funding

Preferred qualifications include:

- Bachelors of Science or Arts degree is required
- Demonstrated commitment and knowledge of the nonprofit sector
- Strong project management skills
- Excellent communication skills, both written and oral
- Experience in working in collaboration and/or with teams
- Exceptional planning and organizational skills
- Experience engaging volunteers and/or volunteer committees
- Ability to travel statewide
- Ability to work with diverse populations
- Working knowledge of MS Office
- Public speaking experience



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The appropriate candidate will have a positive attitude and the professional confidence to interact with funders, stakeholders and community leaders on a daily basis. Excellence in self-management including work habits, use of time, stress management and interpersonal skills.

This fulltime position offers a generous benefit package including health and dental insurance and a salary range of \$28K-\$38K/year. To apply please send cover letter and resume to Maria Fabula, Director of Programs at Fabula@crcamerica.org. Anticipated start date will be March 2012. Resumes will be reviewed as received.

