

## **Director, Benefits Transformation Fund** (Independent Contractor)

**Vision** | This role is central to ensure that the Benefits Transformation Fund is administered with rigor, clarity, and agility so that philanthropic capital can meaningfully accelerate systems change in public benefits for the good of families in Colorado and beyond.

**Location** | Strong preference for contractor to be based in Denver area to facilitate in-person collaboration but open to remote collaboration for the right candidate

**Timeline** | Envisioned as multi-year contract to align with the length of the fund, with the initial annual term starting in Q1 2026 with an option to renew.

**Structure** | The Director of the Benefits Transformation Fund will be engaged as an independent contractor through the Fund's fiscal sponsor. The Director will provide agreed-upon deliverables and periodic progress updates to the Fund's Executive Committee and will coordinate closely with the Founding Funder to ensure alignment with Fund priorities.

### **Background**

The **Benefits Transformation Fund (BTF)** is a pooled philanthropic fund designed to accelerate the transformation of public benefits delivery in Colorado. The Fund supports efforts in Colorado and beyond to reimagine and rebuild the technology, infrastructure, and capacity that enable households to access critical public benefits with speed, dignity, and accuracy.

BTF is a time-limited, impact-oriented fund intended to provide flexible risk capital for innovation, public infrastructure, cross-state collaboration, and talent deployment in support of a once-in-a-generation opportunity to modernize benefit systems in Colorado and establish a national model for replication. The Fund is co-governed by philanthropic partners and state leadership and is expected to deploy \$5–10M over approximately three years.

The Benefits Transformation Fund Director is a newly created, project-specific contractual role responsible for the administration, coordination, and execution of

the Fund, ensuring that resources are deployed effectively, aligned with governance agreements and in service of meaningful systems change.

## Position Summary

The Director of the Benefits Transformation Fund will serve as the central operational lead for the Fund, providing operational leadership, coordination, and execution support across funders, state partners, fiscal sponsors, and funded entities, and supporting alignment of Fund activities with its strategy, governance, and intended impact.

This role requires a highly organized, execution-oriented leader who can manage complexity across sectors, steward philanthropic capital responsibly, and support ambitious systems transformation. The Director will work in close coordination with Gary Community Ventures, the State of Colorado (including the Governor's Office and Colorado Digital Service), the Fund's fiscal sponsor, and funding entities.

## Key Responsibilities

### Fund Administration & Operations

- Serve as the primary manager of the Benefits Transformation Fund, ensuring smooth, timely, and compliant fund operations.
- Coordinate closely with the fiscal sponsor to support contracting, grant/contract execution, disbursements, reporting, and audits.
- Track fund budgets, commitments, and disbursements across grants, service contracts, and purchase orders.
- Ensure fund activities align with established governance documents, MOUs, and decision-making processes.
- Maintain clear documentation of fund decisions, approvals, contracts, and reporting requirements.

### Investment Coordination & Execution

- Finalize incoming grants by preparing and coordinating draft grant proposals and related materials, using existing BTF templates and inputs from funders as appropriate.
- Implement recommendations made by the Executive Committee by preparing materials, synthesizing inputs, and documenting decisions and next steps.

- Align funded projects with BTF's strategic investment areas, guiding principles, and early-stage assumptions by surfacing considerations, risks, and points for decision.
- Coordinate with funded entities and the fiscal sponsor to support contracting processes, project launch activities, milestone visibility, and deliverable tracking.

## Partner & Stakeholder Coordination

- Serve as the primary point of contact for funders, state partners, funded organizations, vendors, and consultants related to fund administration.
- Support the operations of the Executive Committee by preparing materials, compiling reports, and coordinating follow-up items and documentation.
- Coordinate with Gary Community Ventures as Founding Funder to support issue escalation, alignment on priorities, and transitions of responsibilities, as appropriate and consistent with Fund governance.

## Reporting, Learning & Accountability

- Produce regular concise narrative updates for funders.
- Support light-touch evaluation, learning, and documentation efforts to capture progress, challenges, and emerging insights for the field
- Oversight of funded entities to ensure effective cross-state learnings and collaboration to drive impact beyond Colorado

## Adaptive Problem Solving

- Identify and proactively address operational, legal, or coordination challenges that could delay or dilute impact.
- Drive the ongoing refinement of fund processes, templates, and workflows as the Fund evolves.
- Assist stakeholders in navigating open questions related to fiscal sponsorship, fund mechanics, and appropriate guardrails to support the effective launch and operation of the Fund.

## Required Skills & Competencies

- **Highly Organized & Detail-Oriented:** Proven ability to manage complex, multi-party operations and keep timelines, budgets, and documentation on track.
- **Strong Executor:** Comfortable moving work forward in ambiguity and translating strategy and governance into action.

- **Cross-Sector Fluency:** Experience working with or across philanthropy, government, nonprofits, and/or technology vendors.
- **Collaborative Communicator:** Skilled at coordinating diverse stakeholders and maintaining clear, professional communication.
- **Judgment & Integrity:** Demonstrated ability to steward funds and align decisions to drive impact within guardrails.
- **Systems Mindset:** Keen ability to design individual investments to contribute to broader systems transformation.

## Preferred Qualifications

- 7–10+ years of experience in fund administration, program management, philanthropy, government operations, or complex initiative management.
- Experience administering pooled funds, fiscal sponsorship arrangements, or multi-funder initiatives preferred
- Familiarity with public sector technology procurement and/or technology modernization efforts preferred
- Experience working on or alongside public benefits, digital services, or government innovation initiatives
- Working knowledge of product management practices (e.g. user-centered design, roadmapping, etc), enabling effective partnership with technical teams and ability to apply these concepts when assessing investments
- Experience in Colorado or working with state agencies strongly preferred.

## Compensation

The contractor will be engaged through the Fund's fiscal sponsor for a defined term at a fixed contract rate reflecting the scope of services, expertise, and level of responsibility required for the role, payable in monthly installments upon invoicing. Compensation is intended to cover the provision of agreed-upon services and deliverables.

The engagement is envisioned as a multi-year contract aligned with the anticipated duration of the Fund, with an initial one-year term and the option to renew by mutual agreement. The contractor will maintain professional independence in how services are delivered and may provide services to other clients, subject to reasonable conflict-of-interest considerations.

The contract rate will be competitive and commensurate with experience, currently anticipated in the range of **\$180,000 - \$220,000 for the initial one-year term**, depending on scope and qualifications. The contractor will submit a monthly invoice for services provided, consistent with the terms outlined in the independent contractor agreement.

## Request for Qualifications:

Interested candidates are encouraged to submit a letter of interest, alongside a statement of qualifications or a professional resume/cv detailing relevant experience. Materials should be submitted by email to:

[benefitstransformation@garycommunity.org](mailto:benefitstransformation@garycommunity.org)

References may be requested. Role will remain open until filled, but the Fund seeks to start a contract in Q1 2026.

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*Note: This position is not employed by Gary Community Ventures, or the 33rd Talent Corporation. This contract will be with the fiscal sponsor of the Benefits Transformation Fund, a Colorado nonprofit. This solicitation is for a specialized independent contractor to provide time-bound project leadership for a discrete program. The selected partner will maintain professional independence, utilize their own equipment, and be responsible for all applicable self-employment taxes. This engagement is not an offer of employment and does not include eligibility for employee benefits*