

Job Title: Grants Management Coordinator
Reports to: Director of Grants Management
Supervises: None
FLSA Status: Exempt
FTE: Full-time

About Caring for Colorado:

Caring for Colorado is a health foundation that funds programs, organizations, and systems that help young people and their families successfully navigate the adolescent period. Through collaborative partnerships, shared knowledge, and grantmaking, we work with communities to address the root causes of health inequities. We implement strategies designed to unlock the potential within every young person in Colorado and offer them opportunities to live full and happy lives.

We are looking for staff who will bring our values of hope, service, inclusion, and integrity into their daily work and are deeply committed to our mission of creating equity in health, well-being, and opportunity for Colorado's young people and their families on a personal and professional level. At Caring for Colorado, we believe social change happens when people with a wide range of backgrounds, experiences, and identities come together with a common purpose. Our staff bring their knowledge, creativity, and passion to work every day for Colorado families. We have a statewide presence with physical offices in Denver and Pueblo.

Position Summary:

The Grants Management Coordinator provides important support to the organization, with a primary focus on the philanthropy team. This role blends project management, grants management, research, and community engagement with responsibility for implementing internal and external communications efforts.

Essential Duties and Responsibilities:

Grants and Philanthropy Responsibilities 60%

- Prepare agendas, materials, and manage logistics for philanthropy/grants team meetings, design sessions, and community convening or forums. This includes providing technical and logistics support for external presentations or webinars.
- Create the agenda, take notes, and advance identified after-action tasks for funding opportunity launch and after-action review meetings, resulting in documented team learnings and process improvements.
- Support the VP of Philanthropy with the preparation of reports, written briefs, presentations, and other necessary materials. This includes assisting in preparing board and committee materials, such as grant summaries, data reports, and recommendations
- Conduct research to inform strategy development, learning, and grantmaking approaches.

- Support grant monitoring activities, including reviewing grantee reports and gathering data for learning and assessment.
- Collaborate with staff to refine grantmaking processes, ensuring they are equitable, accessible, and transparent.
- Coordinate updating, distributing, and compiling results of the funder feedback process with the philanthropy team.
- Conduct quality control checks on grant applications and reporting data to ensure accuracy and consistency.
- Support the development of job aids, workflow graphics, and templates to strengthen internal processes.
- Serve as backup for grants management in funding opportunity workflow advancement and external communications during high-volume periods.
- Serve as a cross-functional team member, with roles in coordinating work across grants management, philanthropy, and operations.

Communication Responsibilities 40%

- Conduct weekly audits and updates of the CFC website in partnership with contractors.
- Implement the foundation's communications plan by managing tactical activities across platforms (Hootsuite, MailChimp, WordPress, etc.).
- Generate quarterly analytics reports and synthesize insights for the executive team.
- Support document design and review, ensuring consistent quality, layout, and branding.
- Create PowerPoint presentations and other visual materials for internal and external use.
- Maintain and organize CFC's photo library, graphics, and communications collateral
- Provide staff and contractors with up-to-date graphics, logos, and branding materials.
- Prepare and deliver external communications, including newsletters, social media, and announcements.

In Your First Year, You Will:

- Establish yourself as a trusted partner to the philanthropy team by keeping meetings, convenings, and funding opportunities well-prepared, documented, and on track.
- Deliver accurate and timely reports, briefs, and communications that support the VP of Philanthropy and external audiences.
- Strengthen the grantmaking process by ensuring data accuracy, consistent documentation, and clear follow-up, while contributing to process improvements that make CFC's work more equitable and transparent.
- Support effective learning and reflection by capturing after-action reviews, synthesizing grantee feedback, and providing data insights that guide decision-making.
- Build CFC's visibility by implementing communications activities across digital platforms (website, newsletters, social media), ensuring timely updates and engaging content.
- Provide consistent branding and design support across documents, presentations, and communications materials, contributing to a professional and accessible organizational presence.
- Proactively identify opportunities to improve coordination and collaboration across grants management, philanthropy, and operations, ensuring smooth cross-team workflows.

Knowledge, Skills, Experience, and Abilities

Required Experience and Abilities

- Minimum 3 years of experience in nonprofit, philanthropy, communications, or grants management roles.
- Familiarity with the grantmaking cycle (application intake, review, approval, contracting, reporting).
- Strong project management skills with the ability to manage timelines, deliverables, and competing priorities.
- Proficiency in Microsoft 365; experience with Asana or other project management platforms preferred.
- Experience with communications tools (MailChimp, WordPress, Hootsuite, or similar); graphic design skills are a plus.
- Comfortable analyzing and using data for reporting, learning, and decision-making.
- Highly detail-oriented and organized, with a commitment to accuracy and follow-through.
- Strong analytical and problem-solving skills; able to synthesize information and recommend improvements.
- Able to apply judgment while adhering to defined processes, and synthesize information from multiple sources.
- Comfort with data: able to collect, organize, and analyze quantitative and qualitative information to support decision-making, evaluation, and learning
- Strong written and verbal communication skills, including the ability to draft, edit, and format reports, briefs, newsletters, and presentations for multiple audiences.
- Customer-service mindset—responsive, approachable, and supportive.
- Demonstrated ability to work independently and take initiative while collaborating effectively with teams.
- Commitment to equity, accessibility, and transparency in grantmaking.
- Adaptable and proactive, able to anticipate needs and propose solutions.

Desired Experience

- Bachelor's degree in nonprofit management, communications, business administration, or a related field.
- Experience with or ability to quickly learn grants management systems (e.g., Fluxx, Salesforce, or other database platforms).

Work Environment

- Work is performed out of the CFC Denver office with occasional on-site visits to the Pueblo office.
- Work is generally performed within an office environment, with standard office equipment available.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Office hours are Monday – Friday, 8:30 am – 5:00 pm.
- Caring for Colorado offers a flexible and hybrid work environment dependent on the organization's needs. Up to two days per week of remote work, generally Wednesday and Friday, may be considered and are determined based on the job's purpose and the organization's needs.
- Out-of-office travel is expected occasionally, with overnight stays and long-distance driving.

- To be considered for employment, the candidate must pass a background check and maintain a driver's license. Accommodations will be considered for people unable to drive or secure a driver's license.

Salary and Benefits

- Salary is \$55,000- \$68,000 for a full-time equivalent position. Salary will be based on experience.
- Caring for Colorado offers a comprehensive benefits package including 401K, medical, vision, and dental benefits, life and disability insurance, a family-friendly work environment, and generous PTO, wellness weeks, and paid holidays.

Timeline and Application Process

To learn more about Caring for Colorado, visit: www.caringforcolorado.org. Caring for Colorado is an equal opportunity employer with a mission to create equity in health, well-being, and opportunity for young people and their families.

To apply, send a cover letter and resume to careers@caringforcolorado.org and state Grants Management Coordinator in the subject line. No phone calls, please.

The position is open until filled with a preferential review of applications submitted by October 15, 2025.

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.