

Program Associate

The mission of Aspen Community Foundation is to build philanthropy and support nonprofit organizations by connecting donors to community needs, building permanent charitable funds, and bringing people together to solve community issues. Based in Basalt, Aspen Community Foundation has served the Aspen to Parachute region since 1980.

Reporting to the Executive Director, the Program Associate requires a deep belief and commitment in the nonprofit work and professional culture of Aspen Community Foundation. The Program Associate ensures the smooth operation of the organization, handling a wide range of tasks including staff support, board relations, grants coordination, meeting scheduling and planning, and ongoing written and verbal communication with partners. The Program Associate must be comfortable juggling multiple tasks and wearing different hats throughout the day, be well organized and flexible, have a sense of urgency when tackling and finishing projects, and feel comfortable asking questions to better anticipate needs before they arise.

The Program Associate must work well as a team member and be successful in establishing strong relationships with the Community Foundation's many constituencies (Board, donors, grantees, partners, staff, and the general public) in a manner that builds trust, commitment, and a shared mission.

Responsibilities

- Provide support for the Board, including coordinating logistics of meetings, note-taking and timely drafting and editing of meeting minutes, disseminating pre- and post-meeting materials, and preparing and maintaining board books
- Provide support to staff as directed, including calendar and contact management, meeting scheduling, and project time tracking
- Schedule and support organization meetings, including managing complex calendars with multiple staff and partners and arranging meeting logistics
- Serve as the point of contact for facility repair and maintenance operations, and help troubleshoot low-level IT issues
- Assist with grant proposals, reports, presentations, and program evaluation activities
- Provide direct assistance with communications and development
- Update website, support organization's social media presence, and coordinate stakeholder communications
- Be proficient in FIMS; manage its database and various mailing lists
- Produce donor, grantmaking, and other reports and analyses from FIMS
- Assist with events

Continued



Education and Experience

- Bachelor's degree preferred
- Significant track record of organizational work experience and demonstration of strong relationship-building skills; evidence of success in managing projects and systems
- Previous experience in nonprofit setting preferred
- High level of attention to detail
- Strong organizational and communications skills including excellent writing, proofreading, and note-taking skills
- Experience with major social media platforms
- Strong skills in critical thinking and problem solving
- Ability to gather and analyze information skillfully and maintain confidentiality
- Proficiency with standard office equipment

Skills and Abilities

- Strong ability to use computer and a variety of software, including but not limited to databases (FIMS), Donor Central, Word, Excel, Power Point, and with an aptitude to learn new systems quickly
- Ability to interact comfortably with a wide variety of constituents and communicate appropriately and effectively in person, on the telephone, and in writing
- Professional demeanor that demonstrates interest in people, customer service, and achieving greater than the expected good for the community
- Ability to work with confidential information such as contributions and other related communications
- Must have access to car

This is a full-time position located in Basalt, CO.

Email cover letter, resume and salary requirements to Valerie Carlin, Operations and Resources Director, valerie@aspencommunityfoundation.org.