

Open Position: Director of Responsive Grantmaking

The Buell Foundation is a private foundation dedicated to supporting the positive development of children across the state of Colorado through grants and partnerships with other sectors of our community. Our organization employs 15 team members that are team oriented, collaborative, mission driven, and committed to continuous improvement and the positive impact of our work.

The Foundation is pleased to announce the opening of our Director of Responsive Grantmaking position. The ideal candidate for this position is a seasoned professional with a strong background in grantmaking, philanthropy and supervision. They possess exceptional leadership, strategic thinking, and team management skills, are passionate about the Foundation's mission and vision, are a team player and are dedicated to making a positive impact through grantmaking.

Position Summary:

The Director of Responsive Grantmaking reports to the Vice President of Programs and is a member of the Programs Leadership Team. As a member of this leadership team, the Director contributes to strategic discussions related to Foundation giving and other mission-related activities. The Director provides leadership and oversight of responsive grantmaking, which is the primary program of the Foundation . The Director ensures that responsive grantmaking is implemented with a high degree of attention to best practices, quality, consistency, and fit with the Foundation's funding goals and priorities. The Responsive Grantmaking Director is a public-facing role and is responsible for representing the Foundation in a variety of settings.

This position supervises a team of professionals and builds and maintains a trusting, inclusive, and high-performing organizational culture. The responsive grantmaking team recommends more than \$15 million through more than 300 individual grants annually. The Director leads the team in implementing funding strategies and ensures consistency and quality of the due diligence process, including development of recommendations for optimizing the process to improve efficiency and effectiveness. It is anticipated that the Director will carry a partial caseload of grant requests for review in each of three annual grantmaking cycles. In addition, this position oversees preparation of all grant recommendation materials provided to the Board of Trustees and development of educational materials related to trends in the field. As a part of this role, the Director maintains expertise in fields funded by the Foundation (currently early childhood education and development and comprehensive sex education) as well as best practices in grantmaking. The Director collaborates with other foundations and stakeholders to encourage coordinated and aligned efforts that support the mission and vision of the Buell Foundation.

Please visit the [Buell website](#) for a complete position description.

Applicants should be skilled in the following core areas:

- **Grantmaking:** Proven track record in managing and overseeing grantmaking processes, including due diligence, grant recommendations, and budget management.
- **Leadership and Team Management:** Demonstrated ability to lead and mentor a team of professionals, fostering a high-performing, inclusive, and collaborative organizational culture.
- **Strategic and Analytical Thinking:** Strong analytical skills to monitor program objectives and ensure alignment with the Foundation's mission, vision, and priorities. Ability to think creatively about emerging issues and develop strategic responses.
- **Communication Skills:** Excellent verbal and written communication skills, with the ability to represent the Foundation in various public settings and effectively engage with grantees, stakeholders, and the Board of Trustees.
- **Community Engagement:** The ability to cultivate and maintain relationships with grantees, advisors, public sector partners, and colleagues in philanthropy. Familiarity with the state of Colorado and working in and with diverse communities. Experience in encouraging partnerships and collaborations to address community issues.
- **Project Management:** Strong organizational skills and the ability to manage special projects, oversee research, and produce educational materials for the Board of Trustees.
- **Professionalism and Discretion:** High level of professionalism, diplomacy, and discretion, with the ability to handle confidential matters and navigate power dynamics effectively.

Required Education and Experience:

- Bachelor's degree (or four additional years of equivalent experience related to this position) required.
- Minimum of five years of foundation, nonprofit, or related experience required with evidence of increasing responsibility. Seven years preferred.
- Minimum of three years of experience supervising a team of professional employees.
- Previous grantmaking experience required, including ability to critically analyze grant proposals and non-profit financials.
- Proficient with Microsoft 365 and Microsoft Office Suite or related software.
- Proficient with grant management systems, databases and/or CRM systems.

Travel Required:

- Travel, including overnight trips, will be required to complete the duties of this position.
- Travel is generally limited to fewer than five days per trip.
- Local travel will require the use of a personal vehicle while farther destinations may be accessed through rental vehicles or airplane.



Salary and Benefits:

The Director of Responsive Grantmaking is a full-time, exempt position in the Foundation's Denver, CO office. This position is eligible to work a hybrid schedule of at least three days in-office (Tuesday-Thursday required) and two days remote after completion of initial onboarding.

The starting salary for this position is \$128K to \$160K per year. This position is eligible for the Foundation's employee benefit package. Benefits include paid time off, retirement (403(b)) matching contribution, and medical, dental, vision, life, and disability insurance. The starting salary will be based on experience.

Application Details:

All applications should be emailed to Erica Fukuhara's attention at info@buellfoundation.org. Please include "Director of Responsive Grantmaking Application" in the subject line of emails. Applications should include a cover letter and resume. No phone calls or additional emails please.

All applicants will receive an acknowledgement that their application has been received. Candidates selected for further consideration will be contacted to schedule interviews. References for those candidates will be requested during the interview process.

Closing date: Preference will be given to applications received by September 13, 2024. This posting will remain open until the position is filled

Non-Discrimination Statement

The Buell Foundation is an equal opportunity employer and is committed to providing an inclusive and welcoming environment for all our staff, grantees, beneficiaries, and vendors and does not discriminate on the basis of race, color, national and ethnic origin, religion, gender, gender expression, age, disability, marital status, and sexual orientation in any of its activities, the administration of its grants, or employment practices. The Foundation's policy is to maintain an environment free of unlawful discrimination and to comply with all applicable national, state, and local laws pertaining to nondiscrimination and equal opportunity.

For additional information on The Buell Foundation, visit our website at <https://buellfoundation.org>.