

JOB DESCRIPTION

Title: Partnership Support Coordinator	Employment Status: Full-Time
Department: Partnership Support	FLSA Status: Exempt
Reports to: Director of Fiscal Sponsorship	Supervises: No Direct Reports

OVERVIEW OF CNDC

Are you excited by the idea of working with a nonprofit that supports 70+ charitable organizations across Colorado, giving you the chance to support a wide range of missions that are improving the quality of life for Coloradans? Do you enjoy roles that involve “behind-the-scenes” work? If so, read more about the open position at Colorado Nonprofit Development Center (CNDC), the state’s largest fiscal sponsor (see description of fiscal sponsorship below).

CNDC supports community leaders in launching and managing charitable initiatives that aim to benefit communities. In our 20+ years of operation, we have grown to be a trusted partner whose back-office services and support allow charitable projects to focus on their programming and impact. We currently serve over 70 partner projects (<https://cndc.org/partners-we-support/projects/>) encompassing 100+ employees, and thousands of volunteers. Partner project missions are wide-ranging, and include education, public health, community organizing, environmental protection, and more. Each partner project is different, from groups with multi-million dollar budgets with multiple staff and programs to those that are solely volunteer led with smaller fundraising needs and everything in between. To learn more, visit, www.cndc.org.

As a member of our administrative team (approximately 15 people), you can expect to join a dynamic organization where staff collaborate with each other through and across work groups, teams, and departments. At CNDC, every week can bring something new and different. On any given day, you may find yourself:

- Supporting a new partner project leader with navigating a challenge
- Leaning on our robust processes and procedures to handle one of your day-to-day tasks
- Working with colleagues on our Diversity, Equity, and Inclusion initiative
- Popping into a Zoom team happy hour or attending a locals team lunch
- And much more in between!

We strive to create space for our team to celebrate and build our relationships, whether it be informal time, formal check-in meetings, or spending a week together on team building and development during a biannual in-person reunion week.

Professional Development

CNDC values ongoing learning and development, and staff members are expected to seek opportunities to help them grow in their current positions and as they work towards future career goals. We support that through paid trainings and providing time off for professional development.

Commitment to Equity and Inclusion

CNDC is committed to racial justice, diversity, equity, and inclusion. In the spring of 2020, we hired consultants to support us in becoming a more equitable organization. Since then, the team and board have significantly changed our policies, practices, and operations to become more equitable and inclusive. We continue to develop our organization at the team, board, and partner project level to promote equity and inclusion. While we have made progress, we still have work to do, and we are looking for team members who will join us on that journey.

What is Fiscal Sponsorship?

Fiscal sponsorship is when a 501(c)(3) nonprofit (CNDC) accepts charitable groups (“partner projects”) under its legal umbrella, allowing them to operate as nonprofits without needing to apply for approval from the IRS. At CNDC, we primarily practice comprehensive fiscal sponsorship (<https://www.fiscalsponsors.org/models-of-fiscal-sponsorship>), meaning there is no separation between CNDC and the partner projects we fiscally sponsor – one bank account, one tax ID number, one insurance policy, one set of books. As the fiscal sponsor, CNDC provides partner projects with back-office services, including accounting, human resources, risk management, grants management, and contract management. We also provide guidance on nonprofit development and thought partnership.

OVERVIEW OF POSITION: The Partnership Support Coordinator is an integral member of the Partnership Support team. As part of the Partnership Support team, the Partnership Support Coordinator helps ensure partner projects have the guidance they need to be successful. The Partnership Support Coordinator leads the coordination of contracts, provides support to a cohort of partner projects, and helps answer questions about CNDC to prospective partners. In this role, the Partnership Support Coordinator has the opportunity to work on strategic projects with the Partnership Support team and cross-departmental work groups.

SPECIFIC DUTIES:

Risk Management and Compliance:

- Coordinate and process over 400 (annually) partner project-related contracts, leases, and agreements using FormSite, Salesforce, and DocuSign with guidance from the Director of Fiscal Sponsorship
- Collaborate with internal and external parties to ensure contract compliance (such as background checks and insurance) are in place and contract payments are scheduled appropriately
- Work with the Partnership Support Team to assist partner projects understanding of CNDC’s handbook and related policies
- Collect and save data related to partner projects’ property and inventory and communicate applicable changes to insurance broker
- Ensure volunteer background check platform is updated and current and run volunteer background checks as needed
- Work with law firm to annually gather the necessary documentation that keeps CNDC in compliance with charitable solicitation laws to ensure CNDC’s partner projects can fundraise nationally

Partner Project Support:

- With Partnership Support Team, support a cohort of partner projects as a primary point of contact to help answer questions, connect them with resources, navigate CNDC's processes and infrastructure, and conduct ongoing check-ins to build rapport and stay informed
- Manage and oversee multiple email inboxes ensuring timely responses are provided to over 150 queries per week, with a focus on reliable, consistent responses
- Onboard and offboard partner projects from CNDC systems
- Provide support to Grants & Fundraising Coordinator for time-sensitive grants inbox requests

Partner Project Application and Selection:

- Serve as the initial point of contact for and answer questions from phone inquiries who want to learn more about CNDC
- Evaluate Applicants' ability to meet the minimum requirements of becoming a partner project of CNDC and communicate eligibility to applicants and Director of Fiscal Sponsorship
- Support Director of Fiscal Sponsorship with materials needed for CNDC staff and board review

Other duties as assigned.**We are looking for someone who is/has:**

- Minimum two years' experience managing a high volume of emails, organizing multiple deadlines, and having responsibility for data entry and data integrity
- Familiarity with nonprofit management concepts, such as board development, risk management, and fundraising
- Ability to prioritize, organize, and handle multiple tasks in a fast-paced, collaborative work environment, with attention to detail in a process-driven role
- Ability to effectively communicate detailed information
- Ability to analyze and consider multiple perspectives when problem-solving
- Ability to interact and communicate effectively with all levels of management, staff, partner projects, vendors, and other stakeholders, both verbally and in writing
- Familiarity with Microsoft 365, or a similar product, and well versed in basics of operating technology with a curiosity to learn new software and platforms.

Helpful but not required:

- Formal training or education such as a certificate program, Associate's or Bachelor's degree
- Experience with Salesforce or a related CRM database
- Experience with DocuSign
- Experience coordinating projects that involve multiple stakeholders
- Experience with document management including contracts
- Experience working remotely

Bilingual is a plus

OFFICE/REMOTE WORK: CNDC is a primarily-remote organization with a shared office space in Denver, CO. Employees should have access to a strong internet connection, cell phone, and space to work, although we have some flexibility. CNDC provides a laptop, cell phone

stipend, and an equipment stipend. CNDC's normal hours of operation are 8:30-5:00 with flexibility depending on job requirements and personal circumstances. Attendance at bi-annual, in-person weeklong gatherings is required for all staff. Currently, those weeks are in May and November.

Compensation and Benefits

- Salary Range is \$53,100-\$60,000.
- Comprehensive Benefit Plan - Medical, Dental, Vision, Life Insurance, Short- and Long-Term Disability, Telehealth, LifeLock, paid time off, and cell phone stipend
- 401K Matching after a year of service

TO APPLY: Please submit an email of interest and resume to resumes@cndc.org, referencing Partnership Support Coordinator in the subject line. **The deadline is 5:00 p.m. MST on February 19, 2024.**

EQUAL OPPORTUNITY EMPLOYMENT: Colorado Nonprofit Development Center (CNDC) and all employees are CNDC employees. CNDC is dedicated to equal employment opportunities in any term, condition, or privilege of employment. CNDC prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression, or any other characteristic protected by state or local law. This policy applies to all employees.