



**Job Title:** Community Impact Program Coordinator

**Reports to:** Director of Capacity Building

**FLSA Classification:** Exempt

**Employment Type:** Full-time

**About The Weld Trust:**

The Weld Trust is a philanthropic health conversion foundation dedicated to *promoting excellence in health and education in Weld County, Colorado*. It was established following the sale of the North Colorado Medical Center in 2019, transitioning community healthcare assets into a long-term funding source for local impact initiatives. The Trust awards strategic grants to nonprofit organizations, schools, and government entities located in or serving Weld County, supporting a wide range of health and education programs—from childhood literacy and workforce development to behavioral health, food security, and housing stability—to improve the well-being and opportunities of county residents. It also helps build nonprofit capacity and furthers collaborative community impact efforts. Additionally, The Weld Trust serves as the fiscal agent for Bright Futures, a workforce development initiative that provides post-secondary education and training support to Weld County students.

**About the Position:**

The Community Impact Program Coordinator position plays a key role in supporting the Foundation’s grantmaking, scholarship programs, special projects, and administrative operations. This position is responsible for managing the full lifecycle of grants and scholarships, ensuring compliance with donor agreements, maintaining accurate records, and facilitating timely disbursements. The Community Impact Program Coordinator also supports special projects and community initiatives, including county-wide fundraising and outreach events, by supporting logistics, and providing technical assistance to maximize impact. Additionally, the role provides comprehensive administrative support, including document preparation, correspondence, database management, and participation in cross-functional teams, to ensure smooth operations and effective communication across the organization. The ideal candidate combines strong organizational, project management, and communication skills with attention to detail, data accuracy, and a commitment to advancing the organization’s mission.

**Duties and Responsibilities:**

Grant Management

- Maintain comprehensive knowledge of all restricted, unrestricted, and endowed funds, supporting grant allocation in alignment with the missions of the WLF, TWT, and donor intent, where applicable.
- Work with the health and education teams to incorporate existing funds into the overall grantmaking strategy of TWT, particularly with proactive grantmaking.
- Maintain excellent professional and communicative relationships with eligible grantees.
- Coordinate foundation grantmaking processes, ensuring accurate tracking, compliance with donor agreements, fund guidelines, and organizational policies.
- Manage the full grant lifecycle using Blackbaud Grantmaking, including applications, reviews, approvals, payments, and related documentation.
- Oversee applicant and grantee correspondence, maintain accurate grantee records, and manage payment schedules to ensure timely and accurate disbursements.

- Prepare grant and endowment summaries, analyze outcomes, conduct follow-up with grantees, and distribute reports to support transparency and strategic decision-making.

### Scholarship Coordination

- Coordinate and administer the WLF's scholarship program, maintaining comprehensive knowledge of all restricted and endowed scholarship funds and ensuring compliance with donor agreements and Foundation policies throughout the scholarship lifecycle.
- Integrate healthcare scholarships into our overall scholarship strategies in collaboration with Bright Futures and all TWT activity, to the extent possible.
- Serve as the primary point of contact for scholarship applicants, responding to inquiries, guiding students through the application process, and providing support during selection activities.
- Coordinate candidate selection processes, including interview scheduling, communication with reviewers, and evaluation of applicant eligibility.
- Prepare and manage all scholarship documentation and financial components, including new scholarship and student agreements, tuition and stipend payment schedules, and required endowment reports.
- Administer the full scholarship lifecycle: overseeing applications, reviews, and awards while maintaining accurate student and alumni records to support reporting, engagement, and long-term stewardship

### Special Projects and Event Support:

- Manage documentation for *Impact Weld*, including verifying program eligibility, tracking disbursements, and maintaining clear records to support compliance, reporting, and a positive family experience.
- Coordinate and track nonprofit agency onboarding for the county-wide Giving Day, including platform entry, eligibility verification, and approval to ensure all participating organizations are fully prepared and compliant.
- Assist in providing hands-on training, technical assistance, and day-of support to participating nonprofits to help them effectively use the giving platform, implement best practices, and maximize fundraising results.
- Project management for the development and execution of special events and other assigned projects, overseeing operational and strategic planning, event logistics, timelines, and staffing to ensure delivery on time, within budget.
- Partner with the Bright Futures team in planning, organizing, and executing fundraising events, and community outreach initiatives.

### Administrative Support

- Prepare, review, and maintain documents, reports, presentations, and correspondence, ensuring accuracy, consistency, and professionalism, including editing for grammar, punctuation, and spelling.
- Serve as a central point of contact for internal staff, partners, and stakeholders, responding to inquiries and facilitating clear and timely communication.
- Maintain organized filing systems, records, and databases, including donor records, endowment documents, and restricted fund information, ensuring compliance with organizational policies and data privacy requirements.
- Manage and update donor and mailing lists accurately and in a timely manner, reflecting publicly available information and life event changes.
- Gift acknowledgment, processing, and tax receipting: Ensure every gift is accurately recorded and thanked personally in a timely manner, coded correctly and that IRS-compliant tax receipts are issued as required by policy.
- Participate in task teams, meetings, and special projects as assigned, providing administrative support to ensure efficient workflow and project success.

**Education and Experience:**

- Bachelor's degree in nonprofit management, business administration, finance, communications, or a related field preferred.
- Minimum of 3–5 years of professional experience in grant management, scholarship administration, nonprofit operations, event coordination, or related administrative roles.
- Equivalent combination of education and relevant experience may be considered.

**Required Knowledge, Skills, and Abilities:**

- Exceptional written and verbal communication skills, with meticulous attention to detail, including strong command of grammar, punctuation, and professional correspondence.
- Demonstrated ability to exercise initiative, independent judgment, and critical thinking; capable of managing multiple priorities, meeting deadlines, and solving problems under sometimes short or conflicting timelines.
- Advanced proficiency in Microsoft Office Suite, including intermediate to advanced Excel skills and experience with mail merges.
- Strong understanding of database management systems such as Blackbaud RE NXT, FE NXT, and Blackbaud Grantmaking Pro.
- Ability to work independently and collaboratively as part of a team, with flexibility to support cross-functional projects, task forces, and special initiatives.
- Knowledge of department operations, applicable laws, regulations, and funder/donor guidelines, with the ability to quickly acquire new knowledge as needed.
- Thorough understanding of modern office practices, procedures, and legal terminology relevant to the role.
- Strong interpersonal skills with the ability to interact effectively, courteously, and professionally with the public, including community leaders, business partners, and donors.
- High standards of integrity, confidentiality, sound judgment, and professionalism, in accordance with the organization's code of ethics.
- Ability to clearly articulate concepts, directives, and organizational goals to staff, partners, and external stakeholders.
- Strong organizational and project management skills, including the ability to manage grants, scholarships, special projects, events, and administrative workflows with accuracy and efficiency.

**Position Type/Expected Hours of Work:**

This is a full-time position and requires employees to work in an office environment daily. Days and hours of work are Monday-Friday, 8:00 am to 5:00 pm. Some evening and weekend hours required arounds events.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods sitting at a desk and working on a computer.
- Frequently required to stand, walk, sit, and reach with hands and arms.
- Frequently required to hear on phone calls and video meetings.
- Occasionally lift and/or move upwards of 15 pounds.
- Occasionally required to stoop, kneel, or crouch.

**What We Offer:**

- Pay range of \$60,000 - \$80,000
- Paid holidays (9 days)
- Paid Time Off: 3 weeks vacation
- Cigna OAP and HDHP Medical Insurance, Cigna Dental and Vision Insurance
- 100% Company paid life insurance
- 100% Company paid Short-Term Disability and Long-Term Disability Insurance
- Telehealth plan
- Voluntary legal & ID theft protection benefits
- FSA and HSA savings account options
- Voluntary supplemental life insurance, accident, hospital, and critical illness insurance
- 401(k) plan: 8% company matching contribution

*We are an equal opportunity employer and prohibit discrimination/harassment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

**Submit your cover letter and resume to Elizabeth Barber, Director of Capacity Building,  
[Elizabeth.barber@weldtrust.org](mailto:Elizabeth.barber@weldtrust.org)**

**Applications received by March 3, 2026, at 4:00 pm will receive priority consideration.**