

**Job Title:** *Director of Programs, Colorado Equitable Economic Mobility Initiative (CEEMI)*

**Report to:** Chief Executive Officer (CEO)

**For Job Inquiries, Office Hours will be held:** 05/06/2022, 05/10/2022, 5/18/2022, 6/02/2022 – Schedule via [Calendly](#)

**Resume Review Begins Week of:** 05/16/2022

**Position open until filled.**

**Position based in Denver Metro region.**

**About CEEMI:**

The [Colorado Equitable Economic Mobility Initiative \(CEEMI\)](#) is a nonprofit focused on scaling effective, proven workforce and postsecondary programs for Coloradans in or near poverty. Launched in 2021, CEEMI prioritizes programs, services and pathways that have been (or want to be) rigorously evaluated. We focus on leveraging public funds (and one-time federal stimulus funds), including through advocacy.

Postsecondary pathways with [strong evidence of effectiveness](#) are often not scaled with public funding, which disproportionately locks learners of color out of pathways that allow them to thrive. CEEMI works toward a Colorado where *anyone* struggling to make ends meet can access and enroll in an affordable, effective postsecondary pathway to unlock economic mobility for themselves and their family. CEEMI has helped secure constructive state-level legislation likely to soon be law, shaped Colorado policy and public funding to support effective programs, secured a state contract, raised nearly \$1 million in seed capital, authored a Colorado Sun [Op-Ed](#) on our priorities, and made further progress toward our core goals.

**About Trailhead:**

[Trailhead Institute](#) is CEEMI's fiscal sponsor, and as such, manages all of CEEMI's finances, contracting, payroll and other important administrative functions. Trailhead is a public health institute whose mission is to advance innovation and collaboration in public and environmental health. With this in mind, the **Director of Programs** will work with the Trailhead team to further both CEEMI's mission and to operate in accordance with Trailhead's organizational drivers of collaboration, capacity, and justice. This position will also work with CEEMI's CEO and Trailhead's team to ensure a consistent focus on inclusivity, diversity, and equity across all components of this work.

**About the Position:**

The **Director of Programs** will join the CEO and a small team of consultants with expertise in evidence-based programs, evaluation, and Colorado policy and politics. This position will play a pivotal role building out the organization, bringing subject matter expertise to the role, while wearing several hats. We seek a capable and scrappy thinker and doer. As CEEMI's small team grows, the position will contribute as part of an entrepreneurial start-up, supporting our public sector work, and contributing on stakeholder/funder engagement.

The Director of Programs will lead our work to grow the list of Colorado workforce and postsecondary models backed by strong evidence. This work is fundamental to our mission and our core goals because:

- The list of "shovel-ready" programs with strong evidence of effectiveness in Colorado is too short;
- Directly helping expand that list is one core way that CEEMI achieves impact; and
- A longer list will directly strengthen and reinforce our public advocacy efforts.

This work breaks down primarily into two core parallel work streams:

1. **Bringing what works to Colorado:** Pursuing efforts to bring proven programs (especially those backed by rigorous evaluations) to Colorado. We see it as a best practice to do so by positioning a local provider with strong community roots to lead a Colorado adaptation.
2. **Building Evidence and Scaling What Works in Colorado:** CEEMI works to grow the list of home-grown Colorado models in the top evidence tiers. We do this by:
  - Providing technical assistance (TA), project management, educating/supporting programs;
  - Partnering with evaluators on low-cost evaluations, and raising interest from funders.

### **Responsibilities:**

- Support the CEO across work streams as needed.
- Lead and direct CEEMI's evidence-building and evidence-scaling work in Colorado.
- Lead CEEMI's recently awarded contract work for the Colorado Workforce Development Council, including providing technical assistance (TA) and training to state grantees and TA to state officials.
- Assist in leading CEEMI's engagement with Colorado and national evaluators, including project management and planning with respect to advancing and launching rigorous evaluations.
- Recruit, support, manage projects, and manage relationships with local providers working to build evidence. Help navigate barriers and enable them to pursue rigorous evaluations.
- Lead our work replicating/adapting evidence-based models in Colorado.
- Assist in identifying and pursuing local and national funding opportunities to advance this work.
- Position projects in these work streams to compete for one-time federal stimulus funds.
- Produce/edit clear, crisp one pagers, slide decks, op-eds, research briefs, and other deliverables.
- Lead meetings, trainings and convening's to advance these objectives; prepare agendas, track action items, develop/disseminate deliverables and user-friendly tools for providers and grantees.
- Work successfully and effectively with a wide range of stakeholders on the above efforts, including Colorado and national providers, evaluators, state and local agency staff, and funders.
- Work with additional local officials from local workforce centers and agencies on the above goals
- Recruit and onboard CEEMI interns; help manage a CEEMI associate when funded and onboarded.
- Support our external affairs work, producing occasional content for our website, newsletter, and social media accounts. Push content to funders, policymakers, other key stakeholders.
- A willingness to learn user-friendly platforms (specifically Squarespace) to edit website content.
- Project manage and track action items for meetings with CEEMI consultants/key stakeholders.
- Assist in managing grants, reporting to funders, managing action items with our fiscal sponsor, and researching and prospecting CEEMI fundraising leads and opportunities.

### **Key Skills, Qualifications, and Additional Considerations:**

- At least three to five years of relevant professional experience.
- Preference for candidates with lived experience in the poverty and working-class space, and/or someone who embodies principles of diversity, equity, inclusion, and justice in all their work.
- Previous work coordinating stakeholders in the public or nonprofit sectors.
- A familiarity with program evaluation (in particular a basic familiarity with the methodology behind randomized and quasi-experimental evaluations) and implementation science
- A high EQ, outstanding project management skills, strong written/oral communication skills.
- Adaptability and a "can-do" positive approach.
- Familiarity with evidence-based and equitably centered policy



## Affiliate Staff Job Announcement



- Strong candidates *may* also have a master's degree (MPA, MPP, MBA) and/or additional relevant professional experience beyond 5 years.

This is a **full-time exempt** position based in Denver, Colorado. Hiring salary range for this position is \$78,400 - \$85,000. Trailhead Institute offers a generous benefits package including health, dental, vision, life, short-term and long-term disability, and a 401k with employer match.

**To Interview Us:** We will be holding **four office hours** during the application period, between May 6 and June 2. This offers you an opportunity to schedule a 15 minute call and ask any questions regarding the job announcement or about either CEEMI or Trailhead as this role would be working closely with both organizations. Sign up via [Calendly](#). If you are unable to make it to the scheduled office hours, check out our [CEEMI Director of Programs Q&A](#), which we will update with questions and answers that arise after each office hour session.

### **To Apply:**

- Send a resume
- Send a reference list with three references, including name, job title, phone & email
- And, either a one page cover letter, or alternatively, if you prefer, in lieu of a cover letter, please answer the following questions in no more than one page:
  1. Tell us why you're attracted to this job and CEEMI.
  2. What experiences and expertise do you want to share that you would bring to this role?
  3. What other experiences (including lived experiences) should CEEMI and Trailhead Institute know about to understand how you approach this work?

Submit all application materials via email to [info@ceemi.org](mailto:info@ceemi.org) with the subject "CEEMI Director of Programs".

Applications will be reviewed and interviews offered to qualified applicants until the position is filled. Finalists will be asked to participate in a second panel interview and a short writing exercise.

This is a LIMITED SERVICE position. At this time, funding for this position is provided by limited-term funding and is dependent on that funding being maintained. Once the funding ends, the position may be discontinued, and there is no guarantee for additional employment with Trailhead Institute. Full-time employment is guaranteed through **12/31/2023**. That said, CEEMI's goal and expectation is to raise additional funding to extend the position beyond that period and convert it to a permanent position.

CEEMI and Trailhead Institute are dedicated to providing equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity, marital status or national origin. Trailhead Institute welcomes applications from all communities, educational backgrounds and life experiences, particularly from people of color, people within the LGBTQI+ community, immigrants or refugees, people with disabilities, and people from low- or moderate-income backgrounds.