



Job Title: Mile High Connects Program Coordinator

Position Overview: Mile High Connects (MHC) Program Coordinator

The MHC Program Coordinator oversees the implementation and successful execution of MHC's workplan by creating and managing partnership opportunities and tracking workplan deliverables. The Coordinator's immediate focus will be in MHC's Business, Local Workforce, and Middle Skilled Jobs and MHC's Affordable Fares priority areas, as well as MHC's gentrification/anti-displacement efforts. The Program Coordinator is an employee of The Denver Foundation and reports to the Executive Director of MHC.

About Mile High Connects

Mile High Connects is a broad collaborative of private, public, and nonprofit organizations committed to increasing access to housing choices, good jobs, quality schools, and essential services via public transit. By increasing resources, influencing policy, and working with residents, MHC seeks to leverage the current and expanding Metro Denver transit system to promote a vital region full of opportunity for everyone. MHC's mission is to ensure that the Metro Denver regional transit system fosters communities that offer all residents the opportunity for a high quality of life. Mile High Connects operates under the fiscal agency of The Denver Foundation.

Mile High Connects' work for 2016 falls into the following key priority areas:

- Equitable Transit Oriented Development: Affordable Housing and Community Facilities
- Equitable Transit Oriented Development: Business, Local Workforce, and Middle Skilled Jobs
- Accessible Transit: Affordable Fares and Meaningful Service Routes
- Accessible Transit: First and Last Mile Connections

More information, including MHC's 2016 Workplan, can be found at www.milehighconnects.org.

About The Denver Foundation

The mission of The Denver Foundation is to inspire people and mobilize resources to strengthen our community. Since 1925, The Denver Foundation helps generous people be catalysts for good by building charitable legacies. As Colorado's oldest and largest community foundation, we help people give back to Metro Denver in ways that are meaningful to our donors and to the community. The Denver Foundation is a 501(c)(3) nonprofit organization.

Position Responsibilities

- With other MHC staff and Steering Committee, participate in creation of annual strategies and workplan for MHC key priority areas
- Under MHC workplan parameters, guide and build strategic efforts within MHC priority areas
- Facilitate timely and meaningful planning, communications, and coordination between partners working on specific efforts within MHC priority areas
- Manage, organize logistics, and facilitate activities that support MHC priority areas, including meetings, events, and convenings
- Review and monitor work with relevant core MHC partners on a regular basis, making adjustments as necessary to ensure successful workplan execution
- Engage in outreach and relationship building with strategic partners who can contribute to the execution of workplan objectives, and ensure active coordination with those partners
- Provide content for MHC communications, including e-newsletter, social media, and website



- Identify potential funding opportunities and support MHC Grants and Operations Manager in grant development and/or reporting
- As appropriate, represent MHC in community and decision making bodies
- Regularly spend time in communities directly affected by the buildout of the Denver Metro regional transit system, particularly low-income communities and communities of color
- Serve on committee overseeing and actively participate in MHC's internal equity/inclusiveness work
- As time and resources allow, provide support to outside community efforts that relate to MHC overall objectives
- Engage in programmatic and staff building activities within The Denver Foundation as a member of the Programs Department

Required Qualifications

- Deep belief in MHC mission
- Experience working with low-income communities, communities of color, or other diverse communities
- Three or more years of professional experience related to MHC areas of focus in economic opportunity, transportation, housing, health, and education, particularly as they relate to MHC's current strategies
- Strong project management skills
- Ability to self-motivate and self-direct
- Organized and laser-like attention to detail
- Ability to effectively facilitate and lead meetings
- Ability to kindly hold people accountable for deliverables set forth in the workplan
- Excellence in motivating individuals and teams to go above and beyond
- Strong ethics and values aligned with those of MHC
- Demonstrated commitment to positive leadership and building a thriving organizational culture
- Nimble and innovative thinking and problem-solving skills
- Comfort in making and communicating clear, timely decisions to further the work
- Nuanced ability to manage multiple competing priorities and perspectives for win-win outcomes

Work Environment

The MHC Program Coordinator will be housed at The Denver Foundation in an office environment. Travel throughout the metro Denver region is a regular requirement of the job. The MHC Program Coordinator will occasionally be asked to staff weekend and evening events.

Physical Demands

- Daily communication via phone
- Frequent extended hours in front of a computer screen
- Regular group and public speaking
- Occasional carrying of objects up to 50 pounds for community events
- Occasional activities occurring outdoors

Additional Eligibility Qualifications

- Must be authorized to work in the United States
- Must be able to provide at least three professional references



Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Compensation

- Hiring range is \$45,000 - \$50,000. The Denver Foundation offers a competitive benefits package including retirement, medical, tuition assistance, and life and disability insurance.

Application Process

Interested applicants should send (1) cover letter, (2) resume, and (3) three work-related references in a single PDF to hr@denverfoundation.org. In addition to describing your relevant experience and skills, in your cover letter please highlight your understanding of equity and specific ways you will work to further equity principles in both the internal and external work of Mile High Connects.

Applications should be submitted by May 20, 2016.

Our Anti-Discrimination Policy

The Denver Foundation shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services.