



## **POSITION ANNOUNCEMENT**

### **Manager, Livingston Fellowship Program, Arts & Social Change Grantmaking**

The Bonfils-Stanton Foundation is seeking a knowledgeable, thoughtful, and collaborative leader with the capacity to manage community focused programs and complex multi-year projects. The Foundation is looking for an individual with a commitment to advancing our work fostering professional development for senior nonprofit executives, integrating the Foundation's commitment to equity, and supporting the arts and culture in Denver.

The Bonfils-Stanton Foundation is a private grantmaking foundation dedicated to ensuring Denver is a vibrant city with relevant and compelling arts and culture accessible to all, and filled with passionate, collaborative and effective non-profit leaders in every sector whose efforts improve the lives of the people of the Denver region. The Foundation is dedicated to ensuring our grantmaking, Livingston Fellowship program and community engagement operate in a way that embraces equity in all of our work. We are committed to an inclusive, transparent, and collaborative culture.

#### **Position responsibilities will include, but are not limited to:**

- Provide vision, leadership, strategic direction, and implementation of the Livingston Fellowship Program.
- Establish effective working relationships and work collaboratively with current and alumni Livingston Fellows as well as Bonfils-Stanton Foundation teammates.
- Facilitate the new Fellow selection process.
- Oversee the newly named Fellows development plans
- Monitor progress of Livingston Fellowship program in achieving key objectives
- Identify and execute regular convenings for Fellows to interact with one another and learn from inspiring leaders, including through strategic partnerships, "leadership lunches" and the annual Celebration of Leadership event. Engage the Fellows to inform and guide choice of speakers, topics, and structure of these events.
- Stay abreast of emerging issues and trends in nonprofit leadership and development and share insights with Fellows, staff, and Board as appropriate.
- Represent the Foundation in the Leadership Funders Group, a national association of funders that invest in leadership.
- Work with the Director of Grants Programs to promote and advance the work of the arts & culture in Denver through the lens of social justice. This may include serving as staff liaison to the Arts in Society grant program as well as other potential grantmaking initiatives that directly address societal issues through the arts.

- Work with the President to ensure that a lens of diversity, equity and inclusion is applied to the Livingston Fellowship Program and other program areas of responsibility. In addition, as part of the entire staff and board team, work continuously to ensure the Foundation operates in an anti-racist, inclusive manner.
- Other projects as requested.
- Reports to the President

### **Qualifications:**

A successful candidate will have:

- A strong commitment to the Foundation's vision, mission, and equity values.
- Sound leadership skills and the ability to motivate, coach, and educate while fostering a strong team mentality.
- The capacity for working effectively with individuals from diverse backgrounds.
- Strong relationship management skills with a good sense of people and an aptitude to adapt communication style and approach depending on the individual.
- Ability to work independently, collaboratively and in a team-oriented environment both within the Foundation and with external stakeholders.
- Demonstrated ability to think strategically, analyze complex information, and offer creative, practical, and high-impact solutions.
- Highly effective verbal communication and writing skills, to present to a range of audiences with the confidence to establish credibility, be decisive, influence others, and effect change.
- A strong work ethic, with the highest level of personal and professional integrity.
- Knowledge of Denver's nonprofit sector, including the cultural sector is a strong plus.

We are committed to an inclusive, transparent, and collaborative culture. To best understand our culture and values, here is our organizational values statement:

*We believe that access to the arts, as an appreciator, participant and/or creator, are basic human rights that should be enjoyed by all those who live in our community. We also believe that factors like racism, ableism, sexism, gender bias and lack of economic opportunity have prevented these cultural opportunities from being equally enjoyed by all. These factors have contributed to lack of equal access to leadership opportunities, within the arts and the entire nonprofit sector.*

*We will ensure that we operate in a way that recognizes these inequities, and that we work to mitigate them. This includes our grantmaking, programmatic activity, and community engagement. We hope to inspire and cultivate an arts and culture sector that also embraces equity in their work. We recognize that there are significant societal structural issues that are beyond our capacity to change, but with the tools that ARE at our disposal will do all we can to ensure that our cultural community is healthy, artistically vibrant, equitably supported, and serving the full spectrum of our residents.*

*We also recognize that doing this work requires that we continually be alert to the necessity that our board, staff and vendors reflect the diverse nature of our community, and that our systems and procedures are examined for bias and changed if necessary.*

*We value open, honest communication with all our constituencies – grantees, potential grantees, Livingston Fellows, funding colleagues, and civic leaders. With grantees we will always strive to have the sort of relationship that, to the best of our ability, is transparent and collaborative, avoiding the pitfalls of the power differential dynamic.*

*We will operate our organization in a way that fosters collegiality, opportunity, fairness, and honesty, in all we do, striving to maximize the potential of all our employees, trustees and team members.*

## **COMPENSATION AND BENEFITS**

Salary range is \$80-125,000 FTE, commensurate with background and experience; a generous benefits package is offered, including health insurance as well as dental and vision care insurance, vacation, holiday and an employer 401k contribution. We are open to discussion regarding whether the position is full time or part time.

## **EQUAL OPPORTUNITY EMPLOYER**

The Bonfils-Stanton Foundation is an equal opportunity employer. It is our policy to provide equal employment opportunity in full compliance with all federal, state, and local laws. The foundation's policy applies to all terms, conditions, and privileges of employment and prohibits discrimination based on race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability, height, weight, military status, and any other characteristic protected by federal, state, or local laws.

## **TO APPLY**

Submit resume and a cover letter to [admin@bonfils-stanton.org](mailto:admin@bonfils-stanton.org) by August 19, 2020.

Please, no phone calls or in-person inquiries.