

COMMUNITY LEAD

Organization: Margulf Foundation
Reports to: Liz Aybar Conti, Executive Director
Location: Denver, CO

The Margulf Foundation

The mission of the [Margulf Foundation](#) is to ignite a passion for learning in diverse education environments through partnering with communities engaged in creative design. Margulf is two years into a strategy aiming to deepen its impact and pursue its vision of transforming the education landscape by expanding learning opportunities for all children in Colorado and beyond.

The Margulf team partners with leaders who are genuinely in touch with the unique assets and needs in their communities. Through their direct impact on students or on the people who are creating and redefining learning spaces, these leaders are truly transforming the landscape of education.

Overview

The **COMMUNITY LEAD** will be responsible for providing coordination and tactical support to ensure Margulf's many goals and projects are accomplished. This high-competency professional will take on project management and communication roles. In addition, the **COMMUNITY LEAD** will be an integral member of this small team upholding a culture of authentic connection, working toward the Foundation's mission and vision. This role is ideal for someone who is hungry to learn what it takes to run a high-functioning, mission-driven organization acting in service to the community and to gain exposure to current opportunities and challenges related to education innovation and philanthropy locally and nationally.

The Person

You are a "details person." Your inbox and hard drive are well organized, and you can find documents in just a few seconds. You also thrive on organizing others by creating and implementing systems to ensure every moment is well spent. You make sure things don't fall through the cracks. You would be embarrassed to send any member of your team into a meeting without all the information they need. You think five steps ahead, anticipating needs.

You work independently and are a team player. You take ownership and don't require constant assistance or supervision to complete tasks. You ask questions as needed to get the job done. On the flip side, you like to be collaborative and work with the team on projects. You aren't afraid to share your perspective, even on topics that aren't your primary area of expertise. You are willing to help teammates during busy times.

You are a relentless prioritizer and multitasker. You are adept at managing your own and others' time well. You are driven by helping those you serve to focus their time on the work they're uniquely positioned to do and you aren't afraid of asking questions that will help surface that. You are clear about how long high impact work will take to complete well and you can juggle multiple, competing requests and manage the details of complex, high stakes projects. You're able to switch gears quickly. You enjoy checking things off of your to-do list.

You are committed to high quality. You set an absolute high bar for quality for yourself and others. You ask questions to get a clear understanding of what's needed and make sure your work product meets those standards. You care as much about the content of what you produce as you do about the way it is presented. You are strongly committed to and able to deliver high-quality work on a consistent basis.

You are an excellent communicator. You use clear and concise language, whether via phone, email, or in-person. Your writing is concrete and actionable. You use examples to back up your claims. You understand the context in which you are

communicating, and can respond to emails, calls, and requests professionally and effectively, tailoring your message depending on the audience.

You learn quickly. You are able to quickly understand the basic facts and nuances of a new situation and feel confident and knowledgeable enough to act on your understanding. You are agile enough to be self-reflective in motion and to incorporate your learnings into your next action.

You embody professionalism and integrity. You deeply understand the confidential and complex nature of the work and approach relationships through this lens. You are a model of professionalism and discretion and hold yourself to the highest ethical standards. You check your ego and your title at the door. People like being around you. You work to create an inspiring, enjoyable environment wherever you are.

The Role

The **COMMUNITY LEAD** will be expected to exercise discretion and independent judgment over matters of significance to Margulf's operations and goals, including but not limited to:

- Lead and project manage key Foundation partners, including communications and research projects
- Produce communication pieces (e.g., memos, reports, blog posts, and emails) for a variety of audiences, including Margulf's Board, grantees, and partners
- Build and nurture relationships with community organizations, local leaders and other funders, through representation of the Foundation at community events, grantee events, and various engagements in the community
- Plan, coordinate, and manage Margulf events, including unique community gatherings and grantee convenings
- Assist in the maintenance of the Foundation's office space and supplies, suggest more efficient ways to run the office, and troubleshoot issues as they arise
- Maintain files and records, assist with internal controls and provide support for Board meetings
- Support systems needs and other tasks as needed for grantmaking and accounting areas
- Participate in effective internal communication across the team

Qualifications

- Passion for and excitement about the Margulf Foundation's vision and mission
- Previous experience in project management coordination strongly preferred
- Experience in community engagement and/or education innovation preferred
- Strong written and oral communication skills required
- Familiarity with office equipment, tools, software (including MS Office, online calendar and cloud systems), and printers required
- Ability to be available some nights and weekends

Compensation

Competitive compensation package commensurate with experience. This role is full-time, beginning as early as March 2020.

Commitment to Diversity

Margulf Foundation does not and 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 and contractors, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors.

To Apply

Please submit a resume and cover letter describing your interest and qualifications by emailing info@margulffoundation.org.