



Strategic Initiatives Manager

Illuminate Colorado is a statewide 501(c)(3) organization working to strengthen families, organizations and communities to prevent child maltreatment. With a research-based approach that emphasizes building promotive and protective factors, we address systemic and multi-sector issues by collaborating with families and partners at the community, state and national level to develop and implement powerful programs, policies and initiatives that keep kids safe in Colorado. Our organization is working to build an inclusive and diverse team of passionate experts who value each other's differing lived experiences and backgrounds.

We are built on a **solid foundation** while holding **strong values** in all of our work.

Equitable & Inclusive: We root our approach to strengthening families and communities in the acknowledgement that risk and protective factors for child maltreatment are impacted by structural inequities, including pervasive and systemic racism and white supremacy, both overt and passive.

Family & Community Driven: We embrace all perspectives and definitions of family and community. Our strategies, decisions, and actions are driven by the voice and input of Colorado families and communities.

Multigenerational: We see child and caregiver well-being as interdependent and all people as part of family and community structures. Every approach to and with families encourages and creates the benefits of connections.

Holistic: We recognize that all parts of our work are interconnected. Each level of the Spectrum of Prevention is key to achieving our mission by seeking to identify and understand strengths, risks, and how individuals, communities, organizations, and systems are situated.

We are **innovative** and responsive to the needs of families, partners, and the field of child maltreatment prevention.

We pursue **growth** and continuous quality improvement.

We practice **empathy** with everyone, everywhere, and in every situation.

We demonstrate **integrity** in our personal and professional lives.

Role: Under the guidance of the Director of Strategic Initiatives, the Strategic Initiatives Manager will facilitate coalitions and work groups with an emphasis on behavioral health system efforts.

Specific Duties Include:

Offer coalition management and facilitation to the Colorado Substance Exposed Newborns Steering Committee, Family Advisory Board (FAB) and corresponding Work Groups

- Build and maintain relationships with Steering Committee/FAB/Work Group co-chairs, members, and potential members to ensure retention and growth
- Support Steering Committee/FAB/Work Group co-chairs in long term planning and agenda development
- Facilitate meetings
- Manage meeting scheduling and logistics including technology
- Document accurate and timely meeting notes and attendance
- Maintain the organization of meeting notes, deliverables, and shared documents
- Maintain ongoing communication with Work Group members
- Ensure the completion of Work Group deliverables and evaluation

Offer coalition management and facilitation to the San Luis Valley NAS Grant Consortium

- Build and maintain relationships with consortium members and potential members to ensure retention and growth
- Support consortium members in long term planning and agenda development
- Facilitate meetings
- Manage meeting scheduling and logistics including technology
- Document accurate and timely meeting notes and attendance
- Maintain the organization of meeting notes, deliverables, and shared documents
- Maintain ongoing communication with consortium members
- Ensure the completion of consortium deliverables and evaluation

Offer subject matter expertise related to behavioral health systems to internal and external projects

Other duties as assigned

Experience, Skills, and Qualifications

- Lived or professional experience related to maternal behavioral health such as experience with substance use, pregnancy, parenting, and/or perinatal mood and anxiety disorders
- One to four years of coalition management, community organizing, and/or group facilitation experience
- Passion for facilitating collaborative processes, coalition management, community organizing.
- Commitment to advancing social and racial equity through collective action.
- Excellent oral and written communication skills
- Demonstrated ability to manage collaborative projects, including balancing deadlines with coalition input
- Demonstrated ability to establish and maintain highly collaborative working relationships with individuals of diverse professional backgrounds, technical expertise, and lived experience.
- Comfort with ambiguity, shifting environments, and shared decision making.
- Ability to balance multiple projects with shared deadlines while being responsive to emergent needs.

- Proficiency in Microsoft Office (Excel) and Gsuite
- Desirable:
 - Experience and/or knowledge of the Collective Impact Model
 - Experience facilitating participatory strategic planning and implementation
 - Experience and/or knowledge related to child maltreatment prevention, Strengthening Families protective factors, maternal child health, substance use disorders, maternal behavioral health
 - Experience with family strengthening programming or systems
 - Experience working with a broad range of populations, particularly in a coalition capacity
 - Fluency in Spanish

Compensation & Schedule:

This is a full-time position eligible for benefits. Starting salary is negotiable and commensurate with skills and experience in the range of \$50,000 - \$60,000.

Illuminate Colorado offers health and dental benefits as well as participation in a 401K, EAP, and Life Insurance benefits. In addition, Illuminate Colorado has a very generous paid time off policy and offers both flexible scheduling and remote work opportunities.

To Apply:

Please submit a cover letter, resume, and three references via email with “Strategic Initiatives Manager” in the subject line to hire@illuminatecolorado.org.

Application Deadline:

Jan 18, 2021