



Organization: PeaceJam Rocky Mountain
Title: Regional Program Director
Application Deadline: June 20th
Start date: Summer 2019
Location: 11200 Ralston Road, Arvada, Colorado 80004
Hours: Full Time
Reports to: Director of Global Programs

To apply send CV/Resume to jobs@peacejam.org

In lieu of a cover letter, we invite you to answer these three questions in less than 250 words each (optional):

- Tell us about a team or a community you built, or helped build.
- Tell us about any experience you may have with fundraising or capacity building.
- What is something the nonprofit industry can do to promote meaningful diversity and inclusion?

About us:

The PeaceJam Foundation is an international organization whose mission is to create young leaders committed to positive change in themselves, their communities, and the world through the inspiration of Nobel Peace Laureates who pass on the spirit, skills, and wisdom they embody. PeaceJam's international headquarters is located in Arvada, Colorado. PeaceJam Rocky Mountain serves as the regional chapter of PeaceJam, facilitating curriculum-based programming in schools, out of school time programs, and community organizations. PeaceJam Rocky Mountain staff are based at the Foundation office and also organize two major youth leadership conferences per year.

About you:

You believe ordinary people can change the world, and that peace is more than the absence of conflict, but the presence of justice. You believe in inclusivity, being real, and young people can make a difference. You believe that when youth are connected to the right mentors, leadership skills, and resources, they have the power to create lasting change. But you are not just a day-dreamer. You are a self-starter, a go-getter, a creator of community, and an executor of big ideas. You are reflective, learn quickly, and can teach yourself the skills you need to be effective. You have demonstrated leadership, the ability to create roadmaps and timelines to get things done through delegation and enlisting the support of community partners.

Responsibilities at a glance:

- Manage year-round programming (hiring and training of facilitators, site visits, grant invoicing) for schools and out-of-school time programs.
- Organize two annual youth leadership events, one hosting a Nobel Peace Prize winner.
- Lead regional development and fundraising efforts, including writing grants and cultivating donors and sponsors.
- Manage regional staff, including the Program Coordinator, part-time volunteers, and contractors), and developing and leading the regional leadership/ advisory team.
- Spearhead regional outreach strategies to increase program and event participation across the state.
- Manage day-to-day operational functions such as accounting, grant reports, insurance requirements, and staff onboarding.
- Oversee stakeholder communication via monthly newsletters, social media, flyers, and phone outreach.
- Represent PeaceJam Rocky Mountain at regional conferences and events.
- Cultivate and maintain Higher Education partnerships.
- Responsibilities may vary in accordance with needs of the region.

Qualifications:

NOTE: Individuals meeting 60% or more of the following qualifications are encouraged to apply.

- Significant experience in one or more of the following fields: education, nonprofit management, youth programs, community organizing, activism, event planning, fundraising.
- Willingness to fundraise, seek sponsorships, and write grants.
- Ability to network effectively to foster partnerships and relationships with high level school administrators, school districts, donors, and community partners.
- Experience with event planning, including strong organizational and delegation skills.
- Previous staff or volunteer management experience
- A demonstrated history of building teams, communities, programs, initiatives and/ or organizations.
- Demonstrated ability to execute visions with creative use of resources.
- Experience with group facilitation, training, and leading meetings.
- Demonstrated ability to bring together community members and stakeholders from all walks of life, building bridges and uniting groups towards a common purpose.
- Strong lived or professional experience working within diverse communities, including understanding power, privilege and identity.
- Comfort with technology, particularly online platforms for accounting (ex. PayPal), database management (ex. Constant Contact), data storage (ex. Google Drive), and social media (Facebook, Instagram)
- Intermediate to advanced skills with Microsoft Office.

Compensation & Benefits:

- Paid vacation and sick time.
- Health insurance.
- Flex time to compensate extended and weekend hours for events
- Compensation commensurate with skills and experience