



Position Title: Collaboration Manager

FLSA Status: 1.0 FTE (40 hours/week), Exempt

Position Location: flexibility to telecommute and/or work from The Civic Canopy's physical office in Denver; community travel when public health guidelines allow

Position Start Date: January 4, 2021

Position Description

The Civic Canopy (Canopy) is a nonprofit focused on *creating the conditions where the many work as one for the good of all*. The Canopy transforms the way pivotal issues in society are solved by focusing on community capacity building. The team engages and connects diverse groups of people seeking change in their communities and equips them with the tools to create meaningful and lasting impact. Visit www.civicanopy.org to learn more.

The Collaboration Manager will manage and facilitate Canopy projects that provide capacity building for individuals, organizations and coalitions to enhance skills and knowledge in complex collaboration for social change. Responsibilities will adjust relative to specific project deliverables but will incorporate the activities and duties outlined below.

Essential Duties and Responsibilities

Project Planning, Delivery and Facilitation

- Build authentic and effective relationships with residents, partners and organizations
- Design project processes, tools and supports in alignment with the Canopy's Community Learning Model
- Provide an array of capacity-building services including facilitation, training, data visualization and coaching for project leadership groups, action teams and other project activity leads
- Facilitate meetings, trainings and convenings
- Support problem solving and conflict resolution

Project Management

- Develop, coordinate, track and support project teams, including with Canopy team members, contractors, and community partners
- Provide research and analysis skills to compile data from stakeholders and partners
- Monitor and communicate progress on all project activities including outcomes and setting up accountability systems to ensure true impact
- Monitor project budgets, coordinate invoicing and reimbursements

Canopy Team Member

- Engage in cross-organization efforts, connecting project work to the broader Canopy mission and network
- Share unique skills and expertise with Canopy team and on a variety of Canopy projects
- Engage actively in Canopy team meetings, retreats and organization activities

Internal Operations Duties

Collaboration Managers also provide support to internal Canopy operations. Specific duties will be assigned based on candidate skills and talents, and may include several of the following: database management, project evaluation, culture building, internal Equity Diversity and Inclusion strategies, internship supervision, resource and donor development, marketing and communication, and technology support.

Technical / Professional Requirements & Qualifications

- BA / BS or equivalent working experience

- Minimum of 3 years of experience designing and facilitating processes to address complex social issues
- Experience with community engagement and coalition building; comfort working with groups of various sizes and identities
- Experience supporting coalitions to develop and use data and evaluation to identify shared results, monitor progress and ensure impact
- A mature understanding of and strong orientation to equity, inclusion, power, privilege and diversity concepts
- Experience managing complicated projects on tight deadlines, supporting multidimensional project teams, monitoring progress and compiling reports
- High levels of organizational skills with a focus on detail and follow through
- Ability to communicate effectively in both written and oral form to diverse audiences
- Skills in customer service, relationship building and conflict management
- Ability to work evenings or weekends; availability for multi-day travel to Colorado communities
- Competent with Microsoft Office including: Word, Excel, Power Point

Preferred Qualifications

- Experience designing equity, diversity and inclusion processes
- Experience engaging the agency and power of others to enable community-driven solutions
- Experience providing change management coaching and technical support
- Knowledge and experience using collaborative technology (e.g AirTable, Asana, ZOOM, Google Suite)
- Bilingual preferred in Spanish, French or Somali
- Experience with and/or lives in rural Colorado

Organization Culture

The Civic Canopy values diversity —cultural, work styles, communication approaches, and personal preferences—and strives to create an environment in which all team members are valued and respected. We are committed to increasing the team’s diversity and encourage responses from people of diverse backgrounds. We are an equal opportunity employer and do not discriminate on the basis of race, color, country of origin, ancestry, religion, age, physical and cognitive abilities, sexual orientation, gender identity, marital or domestic partner status, mental health, military obligations or veteran status.

We work in a high-paced environment with full days – including evenings and weekends – yet remain committed to healthy work/life balance. While we take our work very seriously, we also know the importance of having fun and the value of enjoying what we do. We like to think that anyone would thrive being a part of the Canopy, but we know that is particularly true for people who are:

- **mission minded** and share a commitment to the Canopy’s purpose of *creating the conditions where the many work as one for the good of all*, even when that is really hard in a polarized world;
- **results-oriented** and driven by a desire to have an impact, yet not at the expense of relationships;
- **learners and adapters**, create a clear sense of direction, excel at planning, and are adept to pivot in the moment to accommodate the unexpected;
- **effective communicators** both verbally and in writing, but most of all through listening; and who are
- **organized and can manage details**, but do not mind getting messy and dreaming big too.

In short, being a Canopian means being able to balance tensions and enjoy the comfortable discomfort of transformational work.

Position Conditions: The Canopy embraces and supports telecommuting as a way to provide flexibility to attract skilled employees who live outside the Denver metro area, better meet the needs of communities across the state, increase creativity and support employees to optimize work-life balance. This position will be supported to

work from their home office and/or the Canopy's physical office in central Denver. Once COVID 19 restrictions are lifted, this position will require travel across Colorado and reliable transportation will be needed. This position may be required to lift up to 25lbs with reasonable accommodation available.

Compensation: Canopy salaries are commensurate with experience; the full-time Collaboration Manager salary range starts at \$50,000. Benefits include a medical plan, dental plan, basic term life insurance, long term disability, simple IRA, holiday pay and paid time off.

Application Process and Timelines

Please submit a resume, cover letter to Rene@thehrshop.com, and include specific experience related to the "Internal Operation Duties" in the cover letter. Resumes will be accepted until the position is filled, but priority consideration will be given to those **received by November 6, 2020**. Review of applications will begin immediately. Applicant screening begin November 6, 2020 and zoom interviews will be scheduled on November 23 - November 24, 2020. Please hold these dates if interested in the position. The position begins the first week of January 2021.