



ElevAR Program Manager Eagle Valley Community Foundation (EVCF)

Department: ElevAR

Reports To: Executive Director

Start Date: ASAP

Employment Status: Full-time, Year-round

Pay Status: Exempt/Salary

Location: Avon, CO

Hiring Pay Range: \$70,000 - \$75,000

Full Pay Range: \$70,000 - \$85,000

About Us

Eagle Valley Community Foundation (EVCF) envisions a community that works together to build trust, hope, and wellness for all. EVCF provides access to programs and resources that support wellness, healthier food and other essential needs in our community while embracing individual dignity and a commitment to sustainability and quality.

ElevAR, the newest initiative of EVCF, is designed to elevate local leaders by helping them excel both personally and professionally. At its core, ElevAR focuses on empowering people of color and individuals from low-income backgrounds who are implementing or accelerating projects, social enterprises, or nonprofit organizations that benefit our community. Please visit our website for more information at: www.eaglevalleycf.org.

Position Summary

The ElevAR Program Manager leads the implementation, coordination, and continuous improvement of the ElevAR leadership and entrepreneurship program, a community-centered initiative of the Eagle Valley Community Foundation that supports emerging leaders and entrepreneurs from the BIPOC community in Eagle County. Working closely with the Executive Director and the ElevAR Steering Committee, the Program Manager ensures the program operates effectively, delivers high-quality learning experiences, strengthens mentorship relationships, and advances ElevAR's strategic priorities over the next three years. This role focuses on program execution, community engagement, and operational coordination, translating ElevAR's strategic vision into concrete program activities, partnerships, and measurable outcomes.

Key Responsibilities

Program Leadership & Implementation

- Coordinate and manage ElevAR entrepreneur cohorts, including scheduling sessions, organizing workshops, and supporting participants throughout the program.
- Ensure consistent implementation of the ElevAR curriculum and support curriculum updates based on feedback from the Steering Committee.

- Coordinate program logistics, including locations, facilitators, materials, and participant communications.
- Support the planning and delivery of entrepreneurship workshops, community events, and networking opportunities.
- Monitor program quality and continuously improve participant experience.

Entrepreneur Recruitment & Onboarding

- Lead outreach and recruitment efforts to attract diverse entrepreneurs from the local BIPOC and immigrant communities.
- Coordinate the entrepreneur application and selection process.
- Support the Steering Committee in organizing candidate interviews and evaluation processes.
- Improve onboarding procedures to ensure participants understand program expectations and opportunities.
- Track Steering Committee Members, entrepreneurs, and community builders (Volunteers) participation and engagement throughout the program.

Mentorship Program Coordination

- Coordinate mentor recruitment and engagement.
- Support the development of structured mentor–entrepreneur interactions aligned with the curriculum.
- Organize mentor orientations and training opportunities.
- Ensure regular communication between mentors and entrepreneurs.
- Monitor mentorship effectiveness and gather feedback for program improvement.

Steering Committee Coordination & Governance Support

- Coordinate and schedule Steering Committee meetings.
- Prepare meeting agendas, materials, and documentation.
- Track follow-up actions and decisions from Steering Committee meetings.
- Support the development of subcommittees or working groups when appropriate.
- Help document committee participation and contributions.

Partnerships & Community Engagement

- Develop and maintain partnerships with:
 - Local business leaders
 - Community organizations
 - Educational institutions (e.g., CMC)
 - Chambers of commerce and economic development partners
- Coordinate events that foster networking among entrepreneurs, alumni, and community leaders.
- Promote ElevAr within the community and increase visibility of program successes.

Program Monitoring, Evaluation & Learning

- Track program metrics such as:
 - number of entrepreneurs served
 - participation rates

- mentorship engagement
- partnerships developed
- business outcomes where possible
- Collect feedback from entrepreneurs, mentors, and Steering Committee members.
- Support program evaluation and prepare reports for EVCF leadership and funders.

Funding & Resource Development Support

- Assist in identifying potential sponsors, donors, and funding opportunities.
- Support preparation of grant reports and documentation.
- Coordinate fundraising or community events that support ElevAr entrepreneurs.
- Track and document the distribution of entrepreneur grants when applicable.

Program Communications

- Manage communications with entrepreneurs, mentors, and Steering Committee members.
- Support storytelling and promotion of ElevAr successes.
- Assist with social media, newsletters, or community outreach related to the program.

Alumni & Ecosystem Development

- Maintain relationships with program alumni.
- Organize alumni networking opportunities and continued learning activities.
- Engage alumni as mentors, speakers, or community ambassadors.

Other Duties

- Attend community meetings, partner events, and special events.
- Flexibility for occasional evenings and weekend events.
- Actively stays updated on other current incubator initiatives and trends.
- Perform other duties as assigned to support organizational success.

Key Qualifications

- Strong project coordination and organizational skills
- Ability to build partnerships and facilitate collaborative processes
- Excellent communication skills in Spanish and English
- Ability to manage multiple projects and timelines

A successful candidate will demonstrate:

- Community-centered leadership
- Cultural humility and inclusive facilitation
- Strong organizational and planning skills
- Relationship-building and partnership development
- Problem-solving and adaptability
- Commitment to community empowerment and economic opportunity

Education & Experience



- Bachelor's degree in nonprofit management, business, community development, or a related field- preferred
- 3+ years of experience in program coordination, community engagement, or entrepreneurship support - preferred
- Experience working with BIPOC and immigrant communities
- Background facilitating workshops, trainings, or cohort-based programs
- Experience with data tracking, program evaluation, or grant reporting

Strategic Priorities for the Next Three Years

- Strengthen ElevAr program structure and curriculum consistency
- Improve entrepreneur recruitment, onboarding, and mentorship
- Increase community partnerships and networking opportunities
- Strengthen governance coordination with the Steering Committee
- Support sustainable funding and program growth

****Job duties dependent on the award of future grants****

Working Environment & Physical Demands

- Primarily works indoors in an office and classroom/workshop settings.
- Occasionally participates in outdoor community events in varying weather conditions.
- Regularly required to sit for extended periods for computer-based work.
- Must be able to stand, walk, and move between meeting spaces and event locations.
- Ability to lift and carry materials or event supplies (up to 25 lbs).
- Regular interaction with entrepreneurs, mentors, partners, and community members

Special Requirements

- Must be eligible to work in the United States.

Benefits

Comprehensive medical, dental and vision plans for the employee and dependents.

Flexible Time Off (FTO) and sick time

Retirement Plan with 3% full match

Paid Medical Leave

Professional development opportunities

Flexible work arrangements

13 paid holidays



Diversity, Equity and Inclusion

Eagle Valley Community Foundations is an Equal Opportunity Employer. At our organization we embrace diversity, respect, and inclusion. We do not discriminate with regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, genetics, national origin, disability, veteran status or any other legally protected status. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.