



Position Description – Director of Programs

January 2026

Work Environment:	Hybrid Option
FSLA Classification:	Exempt
FTE %:	Full-Time
Reports To:	Vice President Programs
Hiring Range:	\$128,000 - \$165,000

Position Summary:

The Director of Programs reports to the Vice President of Programs and is a member of the Programs Leadership Team. The Director is a key contributor to strategic discussions and decisions related to Foundation giving and other mission-related activities. The Director provides leadership and oversight of essential philanthropic activities, including responsive grantmaking, grant management, evaluation, and strategic framework integration. The Director ensures that all activities are implemented with a high degree of attention to best practices, quality, consistency, and fit with the Foundation's goals and priorities. The Director will support and engage with the President & CEO and Executive Leadership Team as they develop an effective and coordinated approach to full implementation of the Foundation's strategic framework as well as ongoing effective integration and coordination of all Foundation functions.

This position supervises a team of professionals and builds and maintains a trusting, inclusive, and high-performing organizational culture. The Director of Programs is primarily internal but may be asked to represent the Foundation in a variety of settings when needed.

Key Responsibilities:

Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Leadership:

- Provide coaching to direct reports to support growth and capacity building related to key responsibilities and functions as well as general professional development.
- Plan and facilitate meetings and processes related to Foundation grantmaking activities.
- In collaboration with the Programs Leadership Team, identify opportunities for new and/or deeper philanthropic investments.
- Oversee development of educational sessions, as requested, for Board of Trustees.
- As a member of the Programs Leadership Team, seek continual improvement of Buell Foundation grantmaking and strategic efforts as well as alignment across bodies of work.

- Collaborate with the Communications Manager to design and implement effective communications strategies related to key funding areas and grant opportunities.
- Ensure coordination and, when appropriate, integration of Operations and Finance processes into programmatic activities.
- In collaboration with the CEO and Executive Leadership Team, facilitate full implementation of the Foundation's strategic framework, including but not limited to project plan development, project management, cross-functional integration, Foundation-wide evaluation, etc.
- Maintain appropriate level of knowledge about all Foundation functions, and provide backup as needed to all Vice Presidents (Operations, Finance and Programs).

Grantmaking Oversight

- Ensure consistent standards for grant review/due diligence by Program Officers in the preparation of grant recommendations provided to the Grant Review Committee of the Board of Trustees.
- Monitor funding guidelines to ensure alignment with Foundation's mission, vision, values and priorities as identified by the Board of Trustees.
- Direct preparation of all grant recommendation materials provided to the Board of Trustees for Grant Review Meetings.
- Provide guidance to program officers related to application due diligence and report review.
- Support responsive grantmaking team in preparing responses to questions provided by the Trustees in advance of the Grant Review Meetings.
- Develop and maintain a broad and deep knowledge of funding areas and best practices in grantmaking through participation in affinity groups, peer learning, publication review, etc.

Grant Management Oversight

- Ensure high standards for grants management, including completion of all activities, high degree of data integrity, and responsiveness to changing needs of both grant seekers and team members.
- Oversee grant contracting and payments with a focus on accuracy and timely execution.
- Plan and manage the grantmaking budget in collaboration with the Vice President of Programs.
- Ensure completion of all administrative and workflow protocols, including full utilization of GivingData, the Foundation's grants management system.
- Design and implement, in partnership with the Grants Manager, a grantee evaluation protocol in alignment with the Foundation's strategic framework.

Special Projects

- Oversee team research on assigned topics/special projects and present findings to staff, Foundation leadership, and Board of Trustees as needed.
- Identify and think creatively about the Foundation's role with respect to emerging issues related to the Foundation's funding areas; oversee staff preparation of summaries articulating and suggesting possible responses to those issues.
- Oversee production of materials for Board and Retreat books at the request of the Vice President of Programs.
- Design and manage special projects, as appropriate.
- Support the Vice President of Programs in various statewide and systems initiatives as requested.

Community Engagement/Partnerships:

- Cultivate, maintain and nurture relationships with grantees and key stakeholders related to Foundation funding priorities.
- Professionally represent the Buell Foundation in its interactions with grantseekers and recipients, nonprofit organizations, public officials, and the general public at various activities and meetings.

Evaluation and Impact:

- In collaboration with the Executive Leadership Team, develop an evaluation plan to assess Foundation performance, including external impact and internal effectiveness.
- Assess and analyze progress toward North Star goals identified in the Foundation's strategic framework.
- Using regular evaluation and analysis, identify areas of potential deeper investment, improved processes, or revised grant guidelines.
- Coordinate staff review of evaluation findings and collaborative strategy sessions to increase potential for impact.
- Provide reports as needed to stakeholders, including the Board of Trustees.

Supervision:

- Supervise a team of professional, exempt employees.
- Recruit, interview, hire, and train new staff in partnership with the Vice President of Operations and Vice President of Programs.
- Oversee the daily workflow of the responsive grantmaking program as well as grants management.
- Provide constructive and timely performance evaluations following the Foundation's standardized process, including attention to goals, competencies and professional development.
- Oversee performance management of employees, maintaining appropriate documentation, and consulting with the Head of Human Resources who is also the Vice President of Operations as needed.

Other duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. This position will be responsible for other duties, as assigned.

Ideal Competencies:

- Strong supervisory skills, including demonstrated ability to motivate others and provide effective coaching and feedback.
- High level of professionalism, diplomacy, and discretion with the ability to maintain matters of confidentiality.
- Effective interpersonal and customer service skills; proven ability to work effectively with others to accomplish objectives, build and maintain partnerships, leverage information, and achieve results.
- Awareness of the interconnected nature of all organizational functions and experience coordinating across functions, including I/T, finance, HR, programs, communications, etc.

- Awareness and understanding of nonprofit and/or foundation operational and financial management best practices.
- Excellent verbal and written communication skills; ability to communicate persuasively, accurately and concisely; commitment to timely communication and loop closure.
- Demonstrate flexibility and a growth mindset; openness to different and new ways of doing things; willingness to modify one's preferred way of doing things; comfort with ambiguity.
- Strong organizational skills and attention to detail.
- Ability to function well with cyclical phases of work that can be fast paced; excellent time management skills with a proven ability to meet deadlines and manage diverse and competing priorities; ability to effectively delegate when appropriate.
- Strong analytical and problem-solving skills; ability to balance big-picture and on-the-ground needs.
- Ability to navigate power dynamics in a variety of settings.
- Proven ability to take initiative when needed for both large and small projects; ability to identify needed improvements/changes and propose a solution.

Education, Experience, and Skills:

- Bachelor's degree (or four additional years of equivalent experience related to this position) required.
- Minimum of seven years of foundation, nonprofit, business, or related experience required with evidence of increasing responsibility.
- Minimum of five years of experience directly supervising a team of professional employees who bring a diversity of perspectives and work styles.
- Ability to critically analyze proposals, related to both grants and contractors, and nonprofit financials.
- Proficient with technology, including common workplace applications (e.g., Microsoft 365) and data management systems (e.g., grant management systems, databases, and/or CRM systems)
- Experience and comfort working in an office that is team-oriented, mission-driven, and strives for excellence.
- Experience creating and managing budgets strongly preferred.
- Familiarity with the state of Colorado and working in and with diverse communities (rural, resort, newcomers, non-English speaking, etc.) preferred.
- Experience in project management a plus.
- Knowledge in the field of early childhood a plus.

Additional Eligibility Requirements:

- Valid Driver's License in good standing and access to a vehicle or transportation for local travel.

Work Environment:

- This position is based in the Foundation's Denver office. Typical in-office hours are Monday through Friday 8:30 a.m. to 5:00 p.m. with option of working remote Mondays and Fridays.
- The workload will fluctuate due to deadlines and shifting priorities.
- This position will be exposed to sensitive and confidential information.
- Occasional evening and weekend work may be required.

Physical Requirements:

- Prolonged periods of sitting/standing at a desk and working on a computer.

- Must be able to lift up to 25 pounds at times.

Travel Required:

- Travel, including overnight trips, will be required to complete the duties of this position.
- Travel is generally limited to fewer than three days per trip.
- Local travel will require the use of a personal vehicle while farther destinations may be accessed through rental vehicles or airplane.

Non-Discrimination Statement

The Buell Foundation is committed to providing an inclusive and welcoming environment for all our staff, grantees, beneficiaries, and vendors and does not discriminate on the basis of race, color, national and ethnic origin, religion, gender, gender expression, age, disability, marital status, and sexual orientation in any of its activities, the administration of its grants, or employment practices. The Foundation's policy is to maintain an environment free of unlawful discrimination and to comply with all applicable national, state, and local laws pertaining to nondiscrimination and equal opportunity.