

My Outdoor Colorado Coalition Manager

Position Description

THE OPPORTUNITY:

Through deep connections with the natural world, GRASP (Gang Rescue and Support Project - as an initiative of Denver Youth Program- DYP), supports youth in developing their full potential and achieving their wildest dreams. GRASP's mission is to engage youth in experiential learning opportunities that boldly address issues of inequity in education, economic opportunity, and access to the outdoors. As the programmatic and coordinating hub of the My Outdoor Colorado (MOC) Coalition, GRASP announces a dynamic position for the ideal MOC Coalition Manager candidate.

The MOC Coalition is a collective of several nature-based and youth- and family-serving organizations united to increase access to nature and the outdoors for Denver's Cole and Westwood communities. Access to the outdoors fosters a greater appreciation of the natural environment, provides opportunities to build an ethic of stewardship, and helps youth explore potential careers in the outdoors.

The MOC Coalition aims to connect and reconnect youth and their families with the outdoors through strategic partnerships that provide access to nature education, outdoor recreation and skill-building opportunities. Specifically, youth and their families will visit places to play and connect with nature; co-design and participate in *programs* that activate those *places*; and experience *pathways* to community stewardship and leadership roles that help maintain them. A substantial investment from Great Outdoors Colorado (GOCO) largely supports this effort.

POSITION OVERVIEW:

The MOC Coalition Manager will support partners to move forward with shared vision, resources and branding, to pursue new opportunities to serve the Cole and Westwood communities, and ensure coalition sustainability. This will include ensuring the MOC Coalition meets the goals set forth in the statewide Generation Wild Initiative funded through GOCO, as well as those of other funders.

This full-time position will begin as soon as possible and is currently funded through December 31, 2030, with the intention of continuing this position through future grant support.

REPORTS TO: DYP Executive Director, in partnership with the cross-organizational MOC leadership team

SUPERVISES: MOC staff, Community Connectors, other interns & volunteers, contractors

QUALIFICATIONS, SKILLS & ABILITIES: While training and onboarding will be provided, the ideal candidate is described below.

The ideal candidate has at least two years of experience managing teams, initiatives or programs, including setting direction and goals with a team.

The ideal candidate has experience managing multi-year grant-funded and/or externally funded initiatives or programs.

The ideal candidate has experience facilitating meetings and decision-making processes across multiple stakeholders.

The ideal candidate possesses a learning and innovation state of mind. They are highly relational with strong interpersonal communication skills among a diverse coalition of stakeholders. They also possess the ability to problem solve, build consensus, and manage conflict.

The ideal candidate has the ability to work well with others and independently. They can interpret vision and innovation into implementation and evaluation. They are excited by bold ideas, highly motivated and a self-starter. In high stress situations, they are flexible and able to maintain their composure.

The ideal candidate has a commitment to building and/or maintaining relationships with current and potential partners and funders of MOC. They also have a willingness to develop and leverage additional resources through funding conversations, grant writing, and strong collaborative approaches alongside current MOC Coalition partners.

The ideal candidate has a desire to use evaluation (formal and non-formal) to narrate the MOC story, inform continuous program improvement and enhance visibility of the MOC Coalition.

The ideal candidate has experience, comfort, and passion for working with culturally diverse and socioeconomically diverse communities. They are familiar with both Westwood and Cole Neighborhoods and the challenges these communities face with accessing the outdoors.

The ideal candidate has interest, comfort and experience with nature and outdoor events and trip planning for youth and communities of color and marginalized identities. They have a deep understanding of diversity, equity, inclusiveness, trauma-informed practices, and social justice as it relates to engaging youth and families in the outdoors. This candidate is aware that Positive Youth Development and experiential education are approaches that undergird outdoor program success.

The ideal candidate has experience handling multiple tasks simultaneously, tracking and meeting deadlines, and is able to reprioritize planning and action informed by urgency and complexity. It is expected that this candidate has a strong understanding of office operations and experience preparing

and processing invoices coupled with a proficiency for working with Google Drive, Google Docs, Windows, and Microsoft Office Products such as Word and Excel.

Additionally, the ideal candidate holds a current driver's license connected to a clean driving record and can pass a criminal background check. Conversational Spanish language skills are helpful, but not required.

LOCATION:

The manager's presence will be required at regular DYP staff meetings and strategic community meetings and events. The MOC Coalition Manager will work primarily from the DYP office in the Cole neighborhood. Some work can be done remotely, as determined and communicated with the DYP Executive Director.

RESPONSIBILITIES:

This is a multi-faceted and fast-paced position requiring the MOC Coalition Manager to focus on the activities described here.

MOC Management & Strategic Oversight

Ability to manage and support both the goals of individual coalition members as well as provide support to the mission of the coalition overall through:

- ❖ Working collaboratively with MOC partners to monitor and regularly review grant progress, budget, reporting and invoicing
- ❖ Convening, setting agendas, and facilitating regularly scheduled MOC Coalition meetings including coalition sub committees listed, but not limited to:
 - Grants Team
 - Data & Evaluation
 - Marketing & Communications
- ❖ Developing and implementing decision-making processes and establishing decision-making processes for MOC business
- ❖ Facilitate discussions and planning regarding MOC financial stability and coalition growth
- ❖ Document pertinent information for reporting or sharing with appropriate coalition partners as a way of connecting and following up

- ❖ Providing oversight and support of coalition evaluation, including both qualitative and quantitative data
- ❖ Ensuring a monthly update as an internal MOC communication tool
- ❖ Meeting regularly with the Denver Parks and Recreation and GOCO program officer(s) to evaluate progress and inform actions that allow MOC to meet collective deliverables

Provide Supervision:

Use an Asset-Based Community Development lens to support the Community Connectors and related staff, interns, and contractors in meeting grant deliverables and effectively engaging youth, community members, partners, and stakeholders:

- ❖ Work with staff, interns, partners, and contractors to reach MOC identified goals/outcomes
- ❖ Work collaboratively to outline expectations for staff, interns, partners, and contractors working with the MOC Coalition
- ❖ Provide technical assistance, problem solving skills and tools to troubleshoot challenges
- ❖ Work with Community Connectors to engage community members in MOC programming (i.e., community meetings, outings, events, etc.) This also includes social media and mass communication services such as SimpleText and Mailchimp.
- ❖ Support the capacity of the community connectors to plan and facilitate their team meetings as well as the monthly community coalition meetings in-person or remotely.
- ❖ Support the planning, promoting, and facilitating the MOC Youth Advisory & Action Council(s)

Manage Partner-Funder Relationships:

- ❖ Build and maintain professional relationships with current and potential MOC coalition partners and funders that will sustain the MOC Coalition during and beyond the current 2026-2030 funding from Great Outdoors Colorado:
- ❖ Support coalition partners in meeting the goals of the GOCO grant and other funding sources. This includes preparing and submitting comprehensive financial and narrative grant reports, ensuring comprehensive program and pathway qualitative reporting, supporting reimbursement processes, and archiving audit-ready files.

- ❖ Collaborate and meet deadlines with the fiscal agent for GOCO funding - Denver Parks and Recreation
- ❖ Work with coalition partners to develop resources and leverage existing, collective resources that will engage community in MOC programs and events
- ❖ Ensure the continued development of diversity, equity, and inclusion understanding and skills for all coalition partners
- ❖ Other duties as assigned

Salary Range: \$58,600 - \$63,600, depending on experience.

To Apply: Send a cover letter and resume to jobs@graspyouth.org

Application Deadline: Applications received before March 30, 2026 will be prioritized. Position will remain open until filled.

DYP is an equal opportunity employer. People of color and people from low-income backgrounds are strongly encouraged to apply.
