

**Title:** Eastern CO Site Coordinator

**Status:** Full-time, Exempt

**Pay Range:** \$65,000-\$70,000 annually (based on experience and skill set)

**Benefits:** PTO (personal & sick leave), Medical (50% employer contribution), Dental & Vision (employer paid), 401k plan with 3% match, potential annual bonus, paid volunteer time, and an annual Professional Development and DEIA contribution

**Reports to:** Rural Colorado Regional Manager

**Location:** preference for candidates based in or around Trinidad, CO

**Travel:** Must have access to transportation and be able to travel throughout the Eastern Rural Colorado areas

**Hours:** 40 hours/week. Must be able to work some evenings (approx. 4-5 per month) between 4pm-8pm Monday-Thursday to support core programs. Otherwise, hours are standard 9am-5pm Monday-Friday (flexible)

**Start Date:** May 1, 2024

**Rocky Mountain MicroFinance Institute (RMMFI)** is a business incubator and financing program focused on reimagining social and economic mobility. RMMFI relentlessly focuses on its North Star - *People are unstoppable forces. Life circumstances are real and sometimes overwhelming, yet they should not determine what we can do in the present or be in the future. We believe everyone should be free to make choices to activate the possible. RMMFI creates the space for communities and people of all backgrounds to realize their unique potential through the power of entrepreneurship.* More information about RMMFI can be found at [www.rmmfi.org](http://www.rmmfi.org).

**Description:** The Site Coordinator plays an important role representing RMMFI in the community in order to build awareness of RMMFI's value and impact and generate a sustainable pipeline of entrepreneurs, volunteers, and referral partners. This position is responsible for coordinating outreach and recruitment events, managing entrepreneur and volunteer leads, and tracking pipelines and conversions in order to meet organizational goals for program participation and growth. The Site Coordinator is responsible for providing coaching and supporting entrepreneurs and volunteers along the programming journey at RMMFI. The Site Coordinator is the primary relationship holder with entrepreneurs and volunteers during the Idea & Launch phases of programming. They will cultivate & maintain relationships with entrepreneurs in order to develop a consistent and efficient user journey through the RMMFI system. RMMFI is always evolving and growing, and positions experience growth concurrent with the organization.

### **Core Competencies**

- Ability to connect and develop trusted relationships with various stakeholder groups
- Highly organized with the ability to multitask and prioritize workloads
- Willingness to be flexible and meet individuals and groups where they are with an aptitude for supporting the 'whole person' working through their barriers to achieve a desired goal
- Experience (personal or professional) with the barriers faced by under-resourced individuals and communities
- Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- Ability to communicate details and key messages in a way that is relevant and approachable to the audience

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- Comfort with using or learning data tracking and reporting tools
  - Commitment to an equity-informed approach to outreach, recruitment, and education

### **Primary Responsibilities**

- **Program Recruitment:** Represent RMMFI in the community by presenting to groups and organizations, as well as monthly RMMFI Info Sessions. Utilize the brand platform and key messages to ensure relevancy and consistency of external communications. Establish initial contact and follow up with prospective entrepreneurs and volunteers. Proactively seek out opportunities to network in the community to meet prospective entrepreneurs. Including but not limited to, attending chamber meetings, talking to business owners, distributing materials, and reaching out to community leaders. Maintaining records of relationships and meetings in CRM system.
- **Cultivate Relationships:** Connect entrepreneurs to programming throughout the RMMFI 'entrepreneur journey.' At RMMFI, we believe that building genuine relationships is the first step in securing trust with our community. The Site Coordinator will be responsible for ensuring there is a healthy relationship between our stakeholders and the organization.
- **Caseload Management:** Manage the entrepreneur and volunteer pipeline and place participants in the most appropriate programming to further their business goals as they transition through each programming phase.
- **Coaching:** Provide technical assistance or business coaching support to entrepreneurs through 1-on-1 and small group sessions
- **Coordinate Programming cohorts:** Coordinate the applications, screening, and selection of entrepreneurs and volunteers for all programming cohorts.
- **Whole Entrepreneur support throughout pipeline:** Connect entrepreneurs to educational opportunities, personal coaching, and volunteer mentorship to enhance the entrepreneur's business feasibility, entrepreneurial spark, and personal stability.
- **Tracking and Reporting:** Ensure relevant notes and data are updated in RMMFI's CRM database and routinely report on the status of the entrepreneur and volunteer pipelines.
- **Cross-team collaboration:** Be a supportive team member to other team members across each of RMMFI's sites and other departments in the organization.
- **Volunteer Recruitment:** Work to build relationships in the community and previous RMMFI graduates to build a network of volunteers, train volunteers, and help entrepreneurs on their journey.
- **Community Celebrations:** Work with trainers and managers to plan events where entrepreneurs can meet, network, and engage with the greater community. This position will work with trainers and managers to secure locations, find catering, create programs, and invite guests and RMMFI entrepreneurs.
- **Special Projects:** Work with the Regional Manager on special organizational initiatives.

### **RMMFI's Equity Commitment**

RMMFI recognizes that in order to pursue our organizational mission and North Star we must approach our work by acknowledging the gaps and inequities that exist around us. We intentionally take part in conversations about structural racism as well as engage diverse voices in problem-solving and decision-making. We seek candidates that have similar mindsets and actively work towards equitable ways of thinking and working. We are committed to supporting our entrepreneurs in an equitable way.

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To uphold our commitment to equity during the hiring process, RMMFI does not negotiate salaries. We decide candidates' salaries based on their unique skills and experience and the capabilities they bring to the organization. We acknowledge that some people are better at negotiations than others, and salary negotiation rewards those who are good negotiators. Not taking part in salary negotiations allows for a just and equitable hiring process for all RMMFI employees.

**Apply**

If interested, please send a culture letter and resume to [jobs@rmmfi.org](mailto:jobs@rmmfi.org) with the subject line "Eastern CO Site Coordinator." The culture letter should speak to your connection to [RMMFI's North Star and Guiding Principles](#). Please keep your culture letter to a maximum of 1 page and share some examples of how you would demonstrate these values as a potential employee at RMMFI. The application deadline is **Friday, April 12th @ 5pm**. Interviews will be held between **April 10-26**.

*The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of skills and abilities required to do the job. Rather they are intended only to describe the general nature of the job. In all their dealings, the Rocky Mountain MicroFinance Institute does not discriminate based on: age; ancestry; creed; color; mental or physical disability; gender; gender identity, expression or characteristics; marital status; national origin; political service or affiliation; race; religion; sex; sexual orientation; veteran status; or any other classification protected by federal, state or local law. RMMFI is also committed to an equitable and inclusive work environment. Revised 25 March 2024*