



COLORADO COLLEGE

Public Interest Fellowship Program

www.coloradocollege.edu/pifp

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Fellowship Job Description

This will be a:

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Summer Fellowship

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Yearlong Fellowship

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Project Based Micro-Fellowship

Organization name (and applicable abbreviations):

Colorado Children's Campaign

Organization City (primary work location):

Denver

Website URL:

ColoradoKids.org

Organization Mission Statement (and/or any other relevant information you feel would be helpful to understanding the organization):

The Colorado Children's Campaign creates opportunity for every child in Colorado by catalyzing innovative policy, research, and advocacy solutions.

Anti-Discrimination Statement/Policy:

The Children's Campaign is an equal opportunity employer. We value, honor and celebrate all forms of diversity. Our organization is committed to pursuing its mission in a way that centers equity and the inclusion of voices and experiences of those most impacted by the inequities of our social institutions and systems. To do our best work, we seek to hire and retain staff that reflect the racial diversity and changing demographics of our state.

The Children's Campaign does not and shall not discriminate on the basis of race, ethnicity, color, religion, national origin, political affiliation, sex, sexual orientation, gender identity, marital, pregnancy or parental status, physical or mental ability, genetic information, age, military service, or other non-merit factor under applicable federal, state, or local laws in any of its activities or operations. These activities include, but are not limited to: advertisements for employment, hiring of staff, compensation, promotions, termination, and other conditions of employment; selection of volunteers, interns, and vendors; and provision of services. We are committed to providing an inclusive and welcoming

environment for all members of our staff, volunteers, contractors, vendors, community partners, donors, funders, and other supporters. Our policy reflects and affirms the Children's Campaign's commitment to the principles of fair employment and the elimination of all discriminatory practices.

And this is our newly created Equity Statement:

At the Colorado Children's Campaign, our goal is to make Colorado the best place to be a kid and raise a kid. Equity is not only a core value, it drives how we work. As the voice for every kid in Colorado, we carry their experiences and hopes into the rooms where decisions are made. We know that systemic racism, economic injustice, and ableism create barriers for many children and families. Guided by our mission, we work to change these systems through community-informed, data-driven policy to create a Colorado where belonging and opportunity are realities for every child and family.

Supervisor Name: Shawna Mounsey

Supervisor Title: Chief Development Officer

Fellowship Overview

Job Title (if relevant): Communications Fellow and Development Fellow

Role (or project) **Overview:**

The general role of this fellowship is to support the Development, Marketing and Communications Department. Over the summer The Campaign will be preparing for their annual celebration in September 2026, there will be a variety of tasks around this event. In addition, the fellow will work on donor stewardship, database management, and other tasks to support The Campaign's communication, marketing, and fundraising efforts.

Primary responsibilities and expectations of fellow:

- Communication Job Duties
 - Social Media
 - Writing and scheduling social media posts for Facebook, Instagram, and LinkedIn
 - eCommunications
 - Writing articles for the Children's Campaign bi-weekly email, Kids Flash
 - Annual event communication plan implementation
- Development Job Duties
 - Database Management
 - Data entry
 - Data clean-up
 - Building and pulling reports
 - Audience segmentation
 - Automated communication creation
 - Donor Stewardship
 - Sending tax letter
 - Sending thank you letters
 - Development Admin Support
 - Annual Event Preparation
- Event Job Duties

- Assist Director of Advocacy and Community Engagement with upcoming event logistics
 - Find locations
 - Order food
 - Manage invite list and RSVPs
 - 2026 KIDS COUNT in Colorado! release event

Duration of Fellowship (number of weeks): 10-12 weeks depending on start date

Average hours per week: 30 hours

Anticipated start and end dates of the fellowship: Start date is flexible. Looking for someone to start June 1st or June 8th. The fellowship can end at a flexible time in August.

Percentage of in-office work: A minimum of two days (typically Monday and Tuesday) in the office. They can work more days in the office if they desire. 50%.

Full physical address of on-site/in-office work: 1700 Broadway #840, Denver, Co 80290 (Downtown Denver)

Percentage of work away from the office (include at home, virtual, or off-site as necessary, and *explain if travel will be required for this role and/or a car and driver's license will be required*):

There is no travel required for this work, but there may be opportunities for them to join other staff for presentations, if they want. Ideally the fellow would live in Denver or be able to commute to the office two days a week. If they choose to work from home on the other two days, they will need to have access to the internet.

Details and expectations regarding in-office vs. off-site work? (i.e. fellow will need their own computer when working from home, the fellow is expected to live in the primary city the organization is based in, much of the work is not done at a physical office but out in the community)

The Campaign will provide the fellow with a computer to use.

Describe a typical week as a PIFP fellow within your organization:

Staff are in the office on Monday and Tuesday, and work from home most Wednesdays and Thursdays in the summer. Each week the Fellow will meet with their supervisor to determine what the needs are for the coming week, along with checking in on projects that are already underway. There is such a wide variety of tasks that can be done, that the Fellow can plan how they would like to get their work done, with the support of their supervisor.

Wages/Stipend: \$19.92/hr. (Denver Minimum Wage)

Additional benefits offered to the fellow:

- Parking/commuting covered by the Children's Campaign
- Office Closures:
 - Fridays off
 - June 19th off for Juneteenth
 - July 4th off

- \$25/month cell phone stipend
- Onsite gym

The Fellowship Experience

Through this role, the fellow will build capacity in this organization by:

There is currently only one full-time staff people leading fundraising, so these fellows will be able to provide immediate capacity building. The support that the fellows will be providing will allow for the Children's Campaign staff to focus on other tasks and relationships that they might not have been able to because of event logistics, and overall development operations.

Please describe ways in which the fellow will contribute to societal systemic change and/or direct service to the community during this fellowship:

The Colorado Children's Campaign works on policies that will make systemic changes in the state of Colorado that will benefit children and families. This fellow won't be working directly on those policies, they will be providing support for the Development Department which raises the money so that the work can be done.

There is also the opportunity to see and interact with The Campaign staff that does work on their policies if that is of interest.

What support or professional development can the fellow expect from their supervisor, other staff, or the organization?

The Colorado Children's Campaign offers many different professional development opportunities. From weekly check-in meetings with the fellow's supervisor to quarterly Equity Team meetings, there are many different avenues for learning.

In addition, if the fellow is also interested in learning more about public policy work, they are welcome to join any of our Policy Team meetings where they can hear about the policy work The Campaign is doing during their time here.

We also have staff that work in advocacy, and data and research. If this is something the fellow is interested in exploring more of, there are plenty of opportunities for that as well.

Qualifications and Expectations

Required qualifications, skills, and expectations:

- Self-motivated
- Extremely organized
- Out of the box thinker
- Loves all the little details

Preferred qualifications, skills, and expectations:

- Experience using any kind of database
- Advanced written communication skills

Advice or additional information for applicants considering this fellowship:

This description and tasks are just what is being thought of at this time. There is a lot of flexibility to make this fellowship into something more customized for the individual.

Supplemental Essay Question

In addition to the three PIFP short answer questions on your application, please add this fourth question to your application when applying for this specific fellowship role.

Please keep your response to less than 350 words.

Why are you interested in working with the Colorado Children's Campaign? What skills do you currently have that would help build the team's capacity? What are you hoping to get out of your time working with the Colorado Children's Campaign?