



Summit Foundation

Soul of the Summit

Job Title: Community Impact Officer, Scholarships and Special Projects

Location: Summit County, CO with an office in Breckenridge, CO

Reports To: Director of Community Impact

Position Type: Full-time

Application Closed: September 20, 2026

About the Summit Foundation

The Summit Foundation is the heart of Summit County, Colorado, dedicated to inspiring donors, building lasting partnerships, and mobilizing resources to support our vibrant community. We raise and distribute over \$4.5 million annually, manage more than 75 Donor Advised and Scholarship Funds, and build impactful relationships to make a tangible difference in the lives of our neighbors. Whether it's through grants, scholarships, or strategic community partnerships, we are deeply committed to our mission to *enrich and improve the lives of the people and communities we serve*.

As a cornerstone of our local nonprofit landscape, the Summit Foundation is driven to *build a thriving community through innovative and philanthropic leadership*. We are looking for dynamic team members to help us grow and continue this important work. To learn more, visit our website summitfoundation.org.

Position Overview

The Community Impact Officer, Scholarships and Special Projects is a key position responsible for managing the Foundation's scholarship programs and leading Special Projects that advance community impact. This role oversees the full scholarship lifecycle, manages associated budgets, and supports the Scholarship Committee, while serving as the primary point of contact for scholarship applicants and committee members. The officer also leads community convenings, stewards the Summit Central resource directory, and drives other community-focused initiatives as they arise.

This position engages community stakeholders and builds strong partnerships that extend the Foundation's impact, helping shape and carry out strategies that foster a culture of philanthropy throughout Summit County.

This role is ideal for someone who is organized, passionate about community development, and energized by leading conversations with stakeholders to drive meaningful change.

Key Responsibilities

Scholarship Program Management

- Oversee the administration and execution of the Foundation's scholarship programs, ensuring smooth and efficient processes
- Manage the scholarship budget, ensuring funds are allocated appropriately and within budgetary guidelines
- Serve as the primary point of contact for SHS (School or Community) scholarships, providing support to applicants and ensuring student participation
- Support the Scholarship Committee by providing timely information, reports, and recommendations
- Develop and implement processes to streamline the scholarship application, review, and distribution processes
- Manage the scholarship database/software to ensure accurate tracking, reporting, and communication related to scholarship applications and awards
- Support stewardship of scholarship fund holders and connection between fund holders and student awardees.

- Collaborate with the Philanthropy Team and Finance Director to ensure necessary funds are available to support scholarships
- Partner with the Senior Marketing and Communications Officer to create collateral that highlights the impact of scholarships on recipients, donors, and the community

Special Projects

- Support and contribute to the ongoing development and success of current projects including Proyecto Thrive (after school and youth programming support), Bright Futures Fund (Summit High School Career Pathways), and Summit Central resource directory, and more.
- Contribute to the development and implementation of Special Projects by regular involvement with the community

Stakeholder Engagement and Convening

- Represent the Foundation at nonprofit events and build relationships
- Support the Community Impact Team in meetings with key community stakeholders, including nonprofit organizations, funders, and other partners, to identify opportunities for collective impact and shared resources
- Help establish and maintain relationships with key community partners
- Lead convenings of community partners
- Other duties as assigned

Qualifications and Requirements

Experience & Education

- Understanding of scholarship programs and experience working with software programs
- Spanish language skills preferred
- Experience in a community or nonprofit setting
- Ability to collaborate with stakeholders
- Bachelor's degree or equivalent experience in a related field
- Strong knowledge of local community needs and programs
- Expertise in data analysis and using data to inform decision-making
- Solid experience building relationships with donors and the community
- Leading meetings and conversations with community members confidently

Skills & Expertise

- Excellent organizational skills and attention to detail with the ability to manage multiple priorities and deadlines
- High proficiency in Microsoft Suite and strong database management
- Proficiency in using AI
- Exceptional written and verbal communication skills, including the ability to work with diverse populations
- Ability to maintain confidentiality and handle sensitive information with integrity
- Ability to navigate ambiguity and changing situations with strong strategic thinking and problem-solving skills

Personal Attributes

- A true team player with a collaborative, positive, and supportive mindset
- Strong interpersonal skills and the ability to build and maintain relationships with ease
- Professional and engaging demeanor with a focus on excellence
- Ability to manage stress and maintain composure under pressure
- Self-motivated and proactive with a commitment to achieving results
- A good sense of humor and willingness to have fun while working hard!

Additional Considerations

- Availability to work occasional evenings and weekends for Foundation events and activities

- Financial acumen and comfort interpreting financial documents

Physical Requirements

- Ability to lift up to 25 lbs. regularly and up to 50 lbs. occasionally.
- Ability to sit or stand for extended periods of time.
- Frequent use of hands and fingers for typing and handling office equipment.
- Ability to navigate stairs and perform light physical tasks as needed.
- Reasonable accommodations may be provided for individuals with disabilities.

Why work with us?

At the Summit Foundation, we're a nimble, tight-knit team of passionate individuals who thrive on collaboration and problem-solving. We work hard, but we do it with grace, humility, and a sense of humor. We celebrate our wins, big and small, and support each other through the challenges. We believe in the power of relationships—whether with our community partners, donors, or each other. We invest in our people with competitive compensation, generous benefits, and a culture of respect and appreciation. We're committed to diversity and seek individuals who share our passion for creating positive change.

If you're someone who embraces new ideas, tackles challenges with resilience, and knows the importance of kindness, humor, and collaboration, we'd love to have you on our team.

Commitment to Creating a Welcoming Community at the Summit Foundation

We are proud to be an Equal Employment Opportunity employer and are committed to creating a welcoming and supportive environment for everyone. We value individuals for who they are, and discrimination of any kind has no place here.

Salary and Benefits

Starting Salary: \$65,000 annually, depending on experience

Annual bonus potential

Health Insurance: Comprehensive medical, dental, and vision insurance with employer contribution

Retirement: 401(k) plan with a company match

Generous Paid Time Off program

Additional: Employee Assistance Program (EAP), access to ski area passes, paid parental leave, professional development opportunities, flexible work schedule.