

**Title:** Site Activation Coordinator

**Status:** Full-time, Exempt

**Hours:** 9am-5pm Monday through Friday, avg of 1-2 weeknights per month required (work schedule can be shifted to accommodate for evening hours). Travel required based on site location

**Reports to:** Site Activation Manager

**Language Requirement:** English and Spanish

**Pay Range:** \$42,500-\$47,500 annually

**Benefits:** PTO, Medical (25% employer contribution), Dental & Vision (employer paid), 401k plan, and an annual Professional Development and Personal Wellness contribution

**Rocky Mountain MicroFinance Institute (RMMFI)** 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 Activation Coordinator is responsible for assisting with the implementation of educational programming and the strategic connection of entrepreneurs and volunteers into various points of the program at developing sites. The Site Activation Coordinator will report to the Site Activation Manager and will assist with cultivating relationships with multiple stakeholder groups and build a consistent and efficient user journey through the RMMFI system. RMMFI is always evolving and growing, and positions experience growth concurrent with the organization.

### Competencies and Responsibilities

#### Core Competencies

- Ability to connect with various stakeholder groups and cultivate relationships
- Highly organized with the ability to multitask and prioritize workloads
- Knowledge and/or understanding of key business concepts
- Skilled at supporting people working through their barriers to achieve a desired goal
- Strong communication skills
- Ability to process diverse and multiple perspectives when working
- Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- CRM or data entry experience

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720-941-5037 [www.rmmfi.org](http://www.rmmfi.org) [info@rmmfi.org](mailto:info@rmmfi.org)



### Primary Responsibilities:

- **Cultivate Relationships:** Foster local community partnerships and connect entrepreneurs and volunteers at developing sites. At RMMFI, we believe forming trust is the first step in building genuine relationships with our community.
- **Coordinate programming cohorts at developing sites:** Coordinate the recruitment, screening, and selection of entrepreneurs and volunteer support for all programming cohorts.
- **Ongoing business and 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.
- **Volunteer Support:** Setup volunteers for success by assessing volunteer strengths, placing them in the right programming phase, and equipping them to work with entrepreneurs throughout the pipeline.
- **Tracking and Reporting:** Ensure RMMFI entrepreneur data and volunteer hour tracking are implemented correctly in RMMFI's CRM database and routinely report on the status of the entrepreneur pipeline.
- **Special Projects:** Work with the Site Activation Manager on special organizational projects as the need arises
- **Administrative Tasks:** Coordinate with partners, trainers to support administrative & logistical functions such as course scheduling, material prep, event prep, entrepreneur evaluations, and document & data tracking
- **Other Duties:** Perform other duties as assigned. Work with the Capital Manager on special organizational projects as the need arises. Be a supportive team member to the Programs Team and other departments in the organization.

If interested, please submit a resume and cover letter to [jobs@rmmfi.org](mailto:jobs@rmmfi.org) with "Site Activation Coordinator" in the subject line. Applications accepted until position is filled.

*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 April 2019*

