



www.coloradocollege.edu/pifp

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Fellowship Job Description

This will be a: **Summer Fellowship**

Yearlong Fellowship

Project Based Micro-Fellowship

Organization name (and applicable abbreviations):
Colorado Fiscal Institute (CFI)

Organization City (primary work location):
Denver, CO

Website URL:
coloradofiscal.org

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

The Colorado Fiscal Institute provides credible, independent and accessible information and analysis of fiscal and economic issues facing Colorado. Our aim is to inform and influence policy debates and contribute to sound decisions that improve the well-being of individuals, communities and the state as a whole.

Anti-Discrimination Statement/Policy:

CFI provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, marital status, national origin, disability, genetics, veteran status or other legally protected characteristics. In addition to federal law requirements, CFI complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

CFI will not discriminate or retaliate against applicants for failing to disclose wage rate history in accordance with applicable law.

CFI expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, marital status, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of CFI employees to perform their job duties may result in discipline up to and including discharge.

Supervisor Name: Maggie St Clair and Caitlin Schneider
Supervisor Title: Development Director and Outreach Director

Fellowship Overview

Job Title (if relevant): Policy Outreach and Events Fellow

Role (or project) Overview:

This fellowship is for students who want to see how big ideas turn into real-world change.

As a Policy Outreach & Events Fellow, you'll spend about half your time out in the community talking with people, collecting signatures, and helping put a statewide ballot initiative for a graduated income tax on the ballot. The other half of your time will be spent behind the scenes planning bold, high-profile events that bring together organizers, economists, funders, legislators, and community members.

At CFI, we believe tax policy is world-building. It's the foundation for how a society chooses to fund education, protect civil rights, uphold democracy, and care for its people. When tax systems are inequitable, they lock in existing injustices. This fellowship is about learning how to change that by engaging people directly and shaping the spaces where ideas and resources move.

Primary responsibilities and expectations of fellow:

General

- Attend all staff meetings including all-staff, legislative, and research
- Contribute to the shared work and culture at CFI

Community Outreach & Ballot Initiative Work (50%)

- Collect signatures and talk with community members across the Denver metro area to support a statewide ballot initiative for a graduated income tax
- Attend town halls, community meetings, tabling events, and coalition gatherings (including evenings and weekends) to present on our ballot work
- Learn how to explain complex policy in clear, compelling ways that connect to everyday concerns like cost of living, education, clean air, and civil rights
- Learn from CFI's Tax Ambassador program to build a strong foundation in tax policy and messaging
- Work closely with our partners in the Protect Colorado's Future Coalition to coordinate needs

Event Planning & Development Work (50%)

- Help relaunch CFI's annual signature event, which has previously featured nationally known thinkers like Robert Reich and John A. Powell
- Research and recommend exciting speakers who connect equity, democracy, and fiscal policy

- Support event logistics like venues, accessibility, food, and run-of-show
- Help design invitations, branding, and RSVP systems
- Assist with sponsorship and fundraising efforts to support CFI's long-term sustainability

Duration of Fellowship (number of weeks): 11 (10 work weeks and one restoration week in July where the office is closed)

Average hours per week: 40

Anticipated start and end dates of the fellowship: June 1 - August 14

Percentage of in-office work: 40%

Full physical address of on-site/in-office work: 110 16th St Suite 1410, Denver, CO

Percentage of work away from the office: We work remotely three days a week and in-office two days a week. This role will also involve attending state-wide community events and meetings during evening and weekend hours; a driver's license and reliable transportation are required.

Details and expectations regarding in-office vs. off-site work: We will provide a computer. The fellow should live within commuting distance of the office; some of our staff live as far away as Colorado Springs or Fort Collins, but are still required to come into the office two days per week. Much of the work will be done in the community.

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

Monday: AM all-staff meeting; collect signatures and talk with community members at a neighborhood event or busy public space

Tuesday: Join a coalition meeting with partners working on the ballot initiative; share out at weekly legislative meeting; attend an evening town hall or tabling event

Wednesday: Help plan an author talk or signature event logistics; attend research team meeting

Thursday: Weekly meeting with supervisor, then research potential speakers, draft outreach emails, and brainstorm how to make events engaging and accessible

Friday: Sit in on a funder meeting with the Development team, then head to the Capitol to watch policy advocacy in action

Wages/Stipend: Approximately \$26.44/hr

Additional benefits offered to the fellow:

Medical, Dental, and Vision Insurance with up to 100% employer paid coverage for employees

SIMPLE IRA with an employer match of 100% of the first 3% employee contribution

CO Family and Medical Leave, Employer Paid Short-Term and Long-Term Disability

Generous Vacation, Health Leave, and Paid Holidays

Hybrid work environment with required in-person days Tuesdays and Wednesdays

Hybrid work stipend to offset costs associated with working at home and commuting to the office

The Fellowship Experience

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

- Expanding CFI's ability to engage the public directly on tax policy

- Helping bring back a major signature event that builds visibility, energy, and funding
- Supporting both grassroots organizing and donor-facing work

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

During this fellowship, you'll contribute directly to systemic change by helping put a graduated income tax on the ballot: an effort that would ask corporations and the wealthiest Coloradans to pay their fair share and provide relief to families struggling with the high cost of living.

You'll also help shift how people think about tax policy. This work shows that if you care about civil rights, democracy, climate justice, education, or racial equity, you have to care about tax policy. Getting it wrong perpetuates inequality; getting it right creates the conditions for a more just and inclusive future.

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

- Weekly check-ins and mentorship from experienced policy, outreach, and development staff
- Learning through the Tax Ambassador program
- Opportunities to observe legislative advocacy, funder relationships, and coalition work
- Real responsibility and ownership over projects

Qualifications and Expectations

Required qualifications, skills, and expectations:

Strong interest in community organizing, public policy, or economic justice
 Comfort engaging strangers in conversation and collecting signatures
 Strong organizational and communication skills
 Ability to work evenings and weekends as needed
 Reliability, professionalism, and follow-through

Preferred qualifications, skills, and expectations:

Experience with canvassing, outreach, event planning, and/or nonprofit development
 Interest in tax and fiscal policy
 Familiarity with Denver communities

Advice or additional information for applicants considering this fellowship:

This fellowship is best suited for someone who enjoys both people-facing work and behind-the-scenes planning. Expect to spend significant time in the community collecting signatures and building public support, while also helping shape high-profile events that drive funding and visibility. If you are curious about how grassroots outreach and donor engagement work together to create lasting policy change, this role will be a strong fit.

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.

CFI works closely with coalitions and community partners. How do you approach collaboration across different perspectives or lived experiences?