



Community Based Grant Committee
Job Description

Committee Purpose:

The Encantado Foundation's (TEF) Community Based Grant Committee and its volunteer members provide a valuable service to review, recommend, and engage with Community Based Grant grantees on an annual basis. The Community Based Grant funding opportunity provides financial support to nonprofit organizations and fiscally sponsored projects, which help advance TEF's STEM career workforce mission.

What The Encantado Foundation Supports:

New Mexico-based technology companies are not alone in the struggle to find employee candidates with the appropriate education, certifications, and hands-on experience to fill its thousands of available STEM-related positions each year. In fact, the thin digital workforce impacts technology employers of all sizes and ultimately, the state's economy as a whole. The five fastest-growing occupations for the greater Albuquerque area between 2015 and 2020 were all STEM related¹. Yet, while the average salary for a computing occupation in New Mexico (\$79,230) is nearly double the state's average salary (\$44,160), there were a reported 2,406 unfilled computing jobs in New Mexico in 2017, representing a \$171,511,936 opportunity in terms of annual salaries².

Community-Based Grantmaking Focus:

Community-Based Grants are available for nonprofit organizations and/or fiscally sponsored projects that increase access to STEM careers, build awareness for tech related careers, and advance STEM training opportunities for underrepresented communities. This open, competitive funding opportunity seeks a broader view of TEF's of hire-ready efforts to strengthen the digital workforce. We welcome self or community member nominations of organizational efforts that advance STEM related work, support a specific project or initiative, and/or benefits a special event.



Committee Member Responsibilities:

- Commit to serve on inaugural TEF Community Based Grant Community for one year, which involves reviewing and recommending grant applications 4x per year;
- Review and Score Community-Based Grant nominations (about 2 hours);
- Opportunity to participate in quarterly review and selection cycles (flexible);
- Declare any perceived or actually grantee conflicts of interests;
- Recommend Community-Based Grants to TEF’s Board of Directors for approval;
- Promote Community-Based Grant funding opportunities in TEF’s service area;
- Contribute to content creation for social media and marketing efforts, as requested;
- Support ongoing growth and development of Community-Based Grant program;
- Provide recommendations for process & program improvement (ongoing)

Initial Timeline of Duties:

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| • Initial Role Check-In with TEF Staff (30 minutes) | Early September 2022 |
| • Read and Score Community-Based Nominations (~2 hours) | September 5-9, 2022 |
| • Select Community-Based Grant (Tentative Meeting ~1 hour) | September 10, 2022 |
| • Announce Community-Based Grant Awards (Staff) | Sept. 13-16, 2022 |
| • Grantee Engagement (Optional: if necessary) | Sept.-October 2022 |

Qualifications:

- Knowledge and/or interest in New Mexico’s STEM education environment;
- Commitment to advancing equity in technology careers;
- Familiarity with New Mexico STEM ecosystems and charitable organizations;
- Experience serving and/or volunteering with nonprofits, preferred;
- Willingness to contribute to grant program promotion and grantee engagement;
- Ability to serve on a 10-15 member team, while meeting both in person and remotely;
- Command of basic office computer technology used for meeting and collaborating;
- Ability to make an informed, mission-based decision for grantmaking recommendations.

Term Overview: 1 Year Commitment—renewable for a 2nd year)

- Time Requirement
 - Initial Staff Check-In Onboarding (30 Minutes);
 - Reading & Scoring Community Based Grant Nominations (~2 hours/cycle);
 - Participation in up to 4 Grant Selection Meetings (~1 hour/cycle; with flexible cycle participation);
 - Participation in end of term exit interview (1 hour)
 - Estimated Overall Time Commitment Per Grant Cycle—3 hours
 - Estimated Annual Time Committee—14 hours

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