



COLORADO
PHARMACISTS
SOCIETY

One Society, One Voice
Advancing Pharmacy Practice Across Colorado
copharm.org

Grant Programs Manager

Full/Part-Time (0.8 FTE) | Denver, CO (Hybrid/Remote)

Grant-Funded through September 2027 (expected through 2031)

Organization:	Colorado Pharmacists Society (CPS)
Position Type:	Exempt Salaried
Salary / Rate:	\$75,000 for a 32-hour work week
Effort:	80% FTE / ~32 hours per week
Grant Term:	June 30, 2026 – September 30, 2027 (15 months) with extension to 2031
Reports To:	CEO, Emily Zadvorny, PharmD, BCPS
Location:	Denver, CO; remote possible
Application Deadline:	Open until filled; priority review begins August 1, 2026 Position starts approximately September 1, 2026

About the Colorado Pharmacists Society

The Colorado Pharmacists Society (CPS) is Colorado's only statewide professional association for pharmacists and pharmacy technicians and a driving force behind broad-scale changes in how pharmacy is practiced across the state. For years, CPS has led the legislative, regulatory, and practice-level work that has expanded the ability of pharmacists and technicians to practice at the top of their education and training, from independent prescriptive authority and statewide protocols to collaborative practice agreements and technician scope reforms. We don't just advocate for change; we implement it, working alongside our members to turn policy wins into real practice transformation. CPS operates as a 501(c)(6) nonprofit organization headquartered in Denver, Colorado.

The positions we are hiring today reflect that same commitment. CPS is currently leading projects under federal grants through state-funded initiatives that focus on expanding pharmacy education/training, workforce capacity and operational readiness for chronic disease prevention and management across Colorado. These roles will advance practice change that serves our communities, and positions pharmacists and technicians as the essential providers of care they are trained and equipped to be.

The Opportunity

This is a rare opportunity to sit at the center of statewide pharmacy practice transformation. As Grant Programs Manager, you will be the operational backbone of CPS's most significant programmatic work overseeing two active grants that are reshaping how pharmacists and pharmacy technicians serve Colorado communities. You will work across a dynamic portfolio that spans workforce development through education and training, chronic disease prevention, rural health access, and pharmacy practice advancement.

This is a highly collaborative, cross-functional role that requires exceptional organizational skills, comfort managing multiple workstreams simultaneously, and the ability to build strong working relationships with diverse partners including academic subcontractors, state agency contacts, rural pharmacy stakeholders, and CPS member pharmacists and technicians.

Position Summary

The Grant Programs Manager is responsible for the day-to-day implementation and coordination of CPS's active grant portfolio, currently comprising two federally funded programs with a combined value exceeding \$1.5 million. Reporting directly to the CEO, this role ensures that all grant-funded activities are carried out on time, within scope, and in compliance with funder requirements, while keeping the broader CPS team informed and aligned.

This is not a siloed grants administrator role. The Grant Programs Manager will be an embedded member of the CPS team, contributing to stakeholder engagement, partner coordination, data collection, and reporting across both grants. The ideal candidate is someone who thrives in a mission-driven environment, takes ownership of complex projects, and finds satisfaction in seeing programmatic work translate into tangible impact for pharmacists, pharmacy technicians, and the patients they serve across Colorado.

Key Responsibilities

Responsibilities include, but are not limited to:

Program / Project Management

- Serve as the primary day-to-day project manager for two active CPS grant programs, ensuring deliverables, timelines, and budgets stay on track across both.
- Develop and maintain detailed project plans, work plans, and activity trackers for each grant; identify risks early and proactively adapt schedules or scopes in coordination with the CEO.
- Coordinate across CPS staff, subcontractors, and program partners to ensure all parties understand their roles, deadlines, and deliverables.
- Other project management for CPS as time permits

Stakeholder Engagement & Coordination

- Serve as the primary point of contact for day-to-day coordination with grant subcontractors and partner organizations, including an academic pharmacy partner and community-based collaborators.
- Facilitate regular check-ins with program partners, document meeting notes, and track action items to maintain momentum across all workstreams.

Reporting & Compliance

- Assist in preparation of progress reports and data submissions for funder.
- Maintain documentation and records consistent with state and federal grant requirements.
- Collect and compile program data using funder-provided tools; maintain organized records of all grant activities, deliverables, and correspondence to support audit readiness.

Grant Administration & Financial Oversight

- Monitor grant budgets in coordination with the CEO and bookkeeping support; flag variances and assist with budget modifications as needed.
- Support preparation of financial reports and reimbursement requests in compliance with funder requirements
- Prepare and distribute meeting agendas, summaries, and follow-up communications to keep all stakeholders informed and accountable.

Qualifications

Required

- Bachelor's degree in public health, health administration, pharmacy, business, or related field.
- Minimum 2 years of experience in project management, program coordination, or grants management, preferably in a nonprofit, healthcare, or association setting.
- Demonstrated ability to manage multiple complex projects simultaneously, including tracking budgets, timelines, and deliverables across diverse workstreams.
- Strong written and verbal communication skills.
- Proficiency with standard office and project management software

Preferred

- Master's degree in public health, health administration, pharmacy, business, or a related field.
- Certified Grants Management Specialist (CGMS) or Grant Professionals Certified (GPC) credential.
- Experience working in or alongside pharmacy, public health, or other healthcare organizations; familiarity with rural health challenges in Colorado is a plus.

Compensation & Benefits

This position is grant-supported through September 30, 2027 as part of a broader five-year initiative with expected continuation through 2031. CPS anticipates continued funding and is committed to sustaining this role as the program matures.

Compensation Item	Detail
Salary / Hourly Rate	\$75,000 for a 32-hour work week
Health Benefits	Major medical, dental, and vision insurance
Retirement	401(k) available after 90 days
PTO	Flexible PTO policy
Professional Development	CPS membership and access to CPS educational programming; support for continuing education
Technology	Laptop, cell phone, and software accounts provided

Work Environment

- Hybrid or remote are acceptable. CO-based is preferred.
- CPS is based in Colorado; in-person presence at CPS offices in Denver is optional
- Standard office equipment, laptop, and communication tools are provided.

How to Apply

CPS is committed to building a diverse, inclusive team and encourages candidates of all backgrounds to apply.

To apply, please submit the following to admin@copharm.org with the subject line **"Grant Programs Manager Application"**:

- Resume or CV
- Cover letter describing your relevant experience and interest in this role
- Optional: work samples, portfolio, or writing sample demonstrating project management or grant-related work

Applications will be reviewed on a rolling basis. Priority consideration will be given to applications received by August 1, 2026. This posting will remain open until filled; CPS reserves the right to close the posting at any time. Questions may be directed to admin@copharm.org or (720) 250-9585

CPS is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other characteristic protected by applicable law.

Colorado Pharmacists Society | copharm.org | (720) 250-9585 | admin@copharm.org