



FIRE & POLICE PENSION ASSOCIATION OF COLORADO

About FPPA

The Fire and Police Pension Association was created by legislative mandate in the 1980's. Our leadership team guides us in fulfilling our mission, vision and values while achieving our strategic objectives. We administer a statewide multiple employer public employee retirement system providing defined benefit plan coverage as well as death and disability coverage for police officers and firefighters throughout the State of Colorado. We are a small association of about 60 staff located in Greenwood Village. We work hard and have a culture that supports staff to establish a well-balanced relationship between their personal needs and work commitments.

Position Summary

We are looking for a Relationship Manager to join our communications team. This position prepares, coordinates and executes on-site and virtual meetings with our firefighters and police officers, employer outreach and field education programs. As a member of this team you will be a primary presenter conducting educational sessions for the needs of our employers and members for various FPPA services to many different audiences utilizing many different communication formats. This position also provides strong customer service and builds professional relationships with members and employers.

This position is 40 hours per week but not always within the normal 8AM – 5PM type of work week as FPPA member trainings happen according to their schedules which include early morning and late night presentations.

Required Qualifications Summary

To be successful in this position you will need to have a minimum of 3 years professional experience in training and communications as well as a minimum of 1 year of professional experience in human resources, benefits administration, communications, pension plan administration, or a related field. A minimum of a bachelor's degree in business, human resources, communications or related professional experience is preferred. We are looking for a team player who can demonstrate excellence in communication and presentation, organization, customer service and problem solving. Ability to comprehend and communicate complex information is very important to being successful in this position. This position is salaried and requires a valid driver's license and the ability and willingness to travel throughout the state of Colorado.

Additional Qualifications

If offered this position we do conduct a full background check and drug test.

Salary and Benefits

The salary range for this position is \$55K - \$75K depending upon experience. Includes group medical, dental, vision, 401K, 457, defined benefit through Colorado PERA, life insurance and long-term disability.

How do you apply?

Please send your resume and cover letter to Human Resources, humanresources@fppaco.org.