



## **POSITION**

Impact Grants Manager (full-time and exempt)

## **OVERVIEW**

Denver Public Schools Foundation (DPS Foundation) generates resources, builds relationships, and champions Denver Public Schools (DPS) and public education to impact system-wide achievement in support of DPS' bold and ambitious vision *Every Child Succeeds*. Building on our strong history and close alignment with DPS and their Denver Plan 2020, DPS Foundation is aggressively accelerating our role in service to DPS and the more than 92,000 students served. For more information, please visit [www.dpsfoundation.org](http://www.dpsfoundation.org).

## **POSITION SUMMARY**

The Impact Grants Manager will play an important role in helping Denver Public Schools Foundation reach its fundraising goals by assisting in conceptualizing, strategizing, and implementing DPS Foundation's grant fundraising plan. The Impact Grants Manager's primary responsibilities include researching private funding opportunities, writing grant proposals/applications, and ensuring compliance with awarded grants. This position also operates and manages the A to Z Fund, which provides grants to DPS schools for programs and activities that go beyond schools' limited budgets.

The Impact Grants Manager reports to the Vice President of Strategic Initiatives and works closely with the Vice President of Finance & Operations.

Primary responsibilities include, but are not limited to, the following:

- Identify viable grant funding opportunities, aligning with DPS Foundation goals and DPS priorities, with a primary focus on corporate and foundation prospects
  - Research, identify, and steward relationships to secure new grants and/or increase grant amounts
- Establish and drive collaborative process with DPS grant managers and program staff to craft compelling grant proposals, monitor progress, and draft funding reports on impact
- Draft strong grant proposals that adhere to grant deadlines aligning with DPS Foundation and DPS annual priorities
  - Strategically pursue grant funding, prioritizing among available opportunities based on viability
  - Create and maintain systems for monitoring and reporting on impact within grantmaker guidelines ensuring compliance
  - Manage ongoing relationships with granting institutions and associated donors
  - Support impact data analysis for proposals
- Collaborate with DPS grant managers and Vice President of Finance & Operations to facilitate, draft, and review grant reports on impact and progress for funders ensuring accuracy, completeness, and timeliness
- Work closely with Vice President of Finance & Operations to oversee grant portfolio to ensure regular communication is happening; maintain financial and programmatic accountability
- Manage all aspects of DPS Foundation's A to Z Fund grant program including facilitating application review process, managing a volunteer review committee, awarding grants semi-annually, facilitating applicant final reporting, and improving grant processes where applicable
- Update Raiser's Edge donor database with all current solicitations, proposal progress, and reporting deadlines



- Maintain systems for dissemination of information about external funding opportunities and be a resource for those seeking funding outside goals and priorities
- Assist with specific projects, as needed and as assigned

### **QUALIFICATIONS AND SKILLS**

The successful candidate should possess the following:

- Bachelor's degree and minimum of three years of experience in grant writing, fundraising, and research; experience with a non-profit preferred
- Excellent verbal, written, and interpersonal communications skills
- Ability to build, manage, and sustain relationships with staff, DPS program managers, funders, and school personnel in diverse communities
- Proven ability to prioritize, organize, and manage multiple tasks simultaneously, ability to work independently and collaboratively, and adapt to changing priorities while remaining flexible, proactive, resourceful, and efficient
- Highly organized and detail-oriented, has initiative and follow-through to execute projects from initial stage through completion
- Maintain a high level of professionalism, integrity/ethics, and confidentiality
- Knowledge of the local and national philanthropic community and a passion for public education

### **COMPENSATION AND BENEFITS**

Salary is commensurate with experience and qualifications. A generous benefits package includes a flexible, supportive work environment, paid time off, paid holidays, parking reimbursement, health, dental, and vision insurances, life insurance, short-term disability insurance, and matching contribution to a 401(k) retirement plan after meeting eligibility requirements.

### **RESPONSE**

Please send cover letter, resume, and salary expectations to [jobs@dpsfoundation.org](mailto:jobs@dpsfoundation.org). To ensure your submission is considered, please include Impact Grants Manager in the subject line. No telephone inquiries, please. Position is open for immediate hire and will be open until filled.

DPS Foundation is an Equal Opportunity Employer and encourages qualified, diverse candidates to apply.