



POSITION

Development Director (full-time, 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 goal to ensure *Every Child Succeeds*. Building on our strong history and close alignment with DPS, DPS Foundation is aggressively accelerating our role in service to DPS and the more than 92,000 students served. DPS Foundation facilitates support from individuals, corporations and foundations to advance the five priority goals of Denver Plan 2020. In partnership with the Superintendent, DPS leadership and the broader community, DPS Foundation is guided by our own strategic roadmap aligned to DPS. For more information, please visit www.dpsfoundation.org.

JOB SUMMARY

The Development Director is an integral member of the DPS Foundation team who is primarily responsible for leading the organization in raising its annual unrestricted fundraising goals through the cultivation and stewardship of donors, managing donor portfolios, setting strategy for annual campaign and oversight of the fundraising aspects for the annual Achieve Gala. This position reports to the Vice President of Strategic Initiatives and manages a full-time Database Specialist and a part-time Annual Giving Manager.

The position is available as full-time with a standard minimum 40 hours per week, though occasional increased hours may be required during key times. Occasional evening and weekend hours will be required. Flexible hours are available, though a majority should be during normal business hours of 8AM-6PM.

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

Donor Management and Annual Fund Responsibilities

- In collaboration with the Vice President of Strategic Initiatives, establish all short- and long-term unrestricted fundraising goals, objectives and benchmarks for fundraising and stewardship campaigns including, but not limited to major donors, annual fund, alumni campaigns and Team DPS (employee giving campaign)
- Work with Development and Marketing & Communications teams to oversee the execution of fundraising and stewardship campaigns
- Manage portfolio of major donor prospects and donors utilizing moves management to identify, cultivate, solicit and steward funding relationships
- Develop and manage portfolio system for President/CEO and Vice President of Strategic Initiatives
- Cultivate key relationships to broaden levels of giving and base of contacts; build funding relationships through stewardship calls, visits, events, site visits, use of volunteers, regular communication and other established and innovative techniques
- Collaborate with Marketing & Communications team on promotions, collateral, appeals and stewardship materials
- Ensure effective donor and prospect tracking through utilization of Raiser's Edge donor database, research tools and other resources
- Be a passionate and tireless representative and advocate for DPS Foundation and Denver Public Schools

Annual Gala and Other Event Responsibilities

- Serve as the lead Development team member for all events including annual Achieve Gala – DPS Foundation’s largest event with nearly 1,000 attendees
- Manage solicitation process for sponsorships and table sales for annual Gala including developing sponsorship packages, working with Board of Directors and volunteers in cultivation and solicitation of sponsors, active follow-up with sponsors to ensure timely commitments and appropriate communications
- Manage revenue budget to ensure financial goals are met including regular report review
- Work with Gala chairs, event hosts and/or event committees to provide fundraising support

Administrative Responsibilities

- Manage and develop Development team members including full-time Database Specialist responsible for daily gift entry into Raiser’s Edge donor database, acknowledgement letters and query creation for all team members and part-time Annual Giving Manager responsible for renewing annual donors
- Develop performance management goals and perform mid-year and end of year performance evaluations for direct reports
- Ensure Database Specialist position is cross-trained to record charitable contributions in Raisers’ Edge donor database and process and acknowledge gifts
- Review daily gift batches to ensure accuracy, lead creation of acknowledgment letter templates and sign acknowledgment letters as assigned
- Assist Vice President of Strategic Initiatives with preparation of Development team annual expense and revenue budgets; collaborate monthly with finance department to ensure fundraising and development budgets are reviewed and discussed
- Assist with specific projects, as needed and as assigned
- Attend and support all required meetings and special events as needed (due to the nature of the work, certain evenings and/or weekends will be required)

QUALIFICATIONS AND SKILLS

The successful candidate should possess the following:

- Bachelor’s degree and minimum of five years of relevant and successful development and donor relations experience
- Strong foundation of best practice fundraising knowledge with a proven track record of creating and implementing effective strategies and developing successful long term relationships with donors, business partners and community leaders
- Exceptional ability to build, manage and sustain relationships with staff, board members and stakeholders through professional, effective and timely communication in a fast-paced environment while remaining flexible, proactive, resourceful and efficient
- Proven ability to prioritize, organize and manage multiple tasks simultaneously, ability to work independently and collaboratively and adapt to changing priorities
- Highly organized and detail-oriented, has initiative and follow-through to execute projects from initial stage through completion
- Excellent verbal, written and interpersonal communications skills
- Maintain a high level of professionalism, integrity/ethics and confidentiality is critical
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications and establishing professional network
- Advanced proficiency in Microsoft Office and Raiser’s Edge donor database (or similar database software) as well as the ability to operate standard office equipment
- Knowledge of the Denver philanthropic community and a passion for public education

COMPENSATION AND BENEFITS

Salary is commensurate with experience and qualifications. A generous benefits package includes 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. To ensure your submission is considered, please include Development Director 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.