



POSITION

The Communications Manager is a full-time, exempt role at the Denver Public Schools Foundation. The unique position is the lead storyteller for the DPS Foundation, crafting compelling content that highlights the impact of donor support and elevates the DPS Foundation's role in the K12 nonprofit space. This role oversees media relations and content creation across platforms to engage the community, support fundraising efforts, and amplify the DPS Foundation's mission to serve Denver's students, educators, and families. The salary range is \$60,000-\$68,000, commensurate with experience, and the role follows a hybrid work model based in Denver.

WHO WE ARE

At the Denver Public Schools Foundation, we believe our city is stronger when every student graduates ready to lead a successful life. As the strategic fundraising partner of Denver Public Schools, we collaborate closely with educators and district leaders to direct philanthropic and community support toward the highest-impact investments. Our mission is deeply rooted in equity, excellence, and opportunity for all students. We are a small, dynamic, and mission-driven team that leads with our values and centers student success in all we do.

WHO WE ARE LOOKING FOR

We are seeking a sharp, detail-oriented communications professional who is passionate about public education and committed to telling powerful, mission-aligned stories. The ideal candidate is an exceptional writer and editor—someone who can not only craft compelling content but also catch errors, ensure consistency, and uphold our brand voice and messaging standards across all platforms. This person thrives in a fast-paced, collaborative environment, brings strong organizational skills, and takes pride in delivering polished, high-quality communications that advance our mission and engage our community. Experience in nonprofit communications, marketing, or public relations is strongly preferred.

WHAT YOU WOULD BE DOING

On a typical day, the Communications Manager will craft compelling stories and messaging that highlight the impact of the DPS Foundation's work—writing everything from donor appeals and impact reports to social media content and event materials. They'll work closely with internal teams to support fundraising efforts, ensure brand consistency, and edit content across departments. The day might also include updating the website, coordinating with external vendors, pitching media stories, or developing materials for major events like the Achieve Gala. All content is created with a student-centered and equity-focused lens, and decisions are informed by data and analytics.

JOB SUMMARY

The Communications Manager serves as the key storyteller for the DPS Foundation's impact, creating powerful messaging and materials targeted to help the community understand the deep need for their support; and the tangible and ongoing outcomes of their investment in DPS; and showcasing DPS Foundation as a leader in the K-12 nonprofit industry.



The Manager conceptualizes, writes and provides creative direction for appeals, stewardship messages, campaign materials and online marketing and fundraising tools. The manager develops and implements a comprehensive public relations strategy while cultivating and strengthening relationships with media outlets. This role requires an exceptional, dynamic and fast-paced writer, skilled in surfacing key themes and creating exceptional, brand consistent content on sometimes short deadlines. The manager reports to the Vice President of Marketing & Communications and works closely with the Development team and Impact team. This role is seen as the organization's communications and public relations expert –staying current on industry trends and creatively finding new ways to highlight the organization to further its mission of supporting DPS students, educators and families.

WHY YOU WOULD CHOOSE US

This position is an opportunity to join an exceptional team to grow or hone your skills, while working at one of the most respected nonprofit organizations in Denver. You will join a team of experienced professionals raising over \$6.4 million annually in support of Denver Public Schools.

We have a flexible, supportive work environment and strive to put our Core Values at the forefront of what we do. We value each team member and are excited to hear different perspectives and ideas. We offer a competitive salary range of \$60,000-\$68,000 commensurate with experience and qualifications. We offer a flexible work model, generous benefits package including unlimited paid time off (PTO), paid holidays, 100% paid health, dental, vision, life, and short-term disability insurances, parking, and a fully-vested matching contribution to a 401(k) retirement plan after meeting eligibility requirements.

PRIMARY RESPONSIBILITIES

- Storytelling and Impact Reporting: Emphasize finding and telling compelling stories of student success, teacher innovation, and community impact—especially using a DEI lens/student centered lens
- Data-Informed Communications: Ability to use analytics (email open rates, social media engagement, etc.) to iterate and improve strategies
- Write compelling, powerful and persuasive appeals for all DPS Foundation solicitations, campaigns and events
- Develop collateral for donor stewardship including the organization's quarterly impact reports
- Contribute to the success of events including the annual Achieve Gala and Back to Class Bash: speech writing, collateral, video scripts, and other marketing and programmatic elements
- Create a library of marketing materials for DPS Foundation funded initiatives; regularly update with the most current information and data
- Executes the public relations strategy by crafting and pitching press releases, writing award nominations, coordinating interviews with journalists, and managing a range of other media-related initiatives
- Identify, capture and record stories that illustrate and “bring to life” the mission of DPS Foundation, including but not limited to:
 - DPS student, educator, parent and alumni profiles



- Stories of program/initiative outcomes and success
- Develop dynamic content for all DPS Foundation digital assets including:
 - Website
 - Social media channels
 - Regular e-news and e-solicitation messages
- Collaborate regularly with members of the Development team to provide communication and solicitation tools to support their fundraising activities
- Serve as copy editor for all departments/projects
- Serve as the organization's graphic designer for projects, working with external graphic designers as needed
- Oversee website maintenance in collaboration with an external vendor, and manually update website content and graphics as needed
- Coordinate with external vendors as needed
- Perform departmental assistance on various projects
- Attend all required meetings and special events as needed (due to the nature of the work, certain evenings or weekend days may be required)
- Other duties and/or short-term projects as assigned

QUALIFICATIONS AND SKILLS

- Bachelor's degree in communications, marketing or journalism
- Minimum of three years of related professional experience with demonstrated track record in creating exceptional messaging in a deadline-driven environment
- Outstanding written and oral communication skills with a strong attention to detail
- Content knowledge of K-12 public education is helpful
- Proficiency in Spanish, both written and verbal, is preferred
- Graphic design experience is strongly preferred
- Public relations experience is preferred
- Some experience in a fundraising organization is a plus
- Creativity and big-picture mindset; ability to carry key themes and messages through multiple campaigns, pieces and events throughout the year
- Excellent planning and organizational skills; independence, initiative and follow-through to execute projects from initial stage through completion
- Deadline driven; ability to multitask and prioritize efficiently; demonstrated ability to work on multiple projects simultaneously, both as an individual and as part of the team
- Ability to maximize cross-departmental collaboration; surfacing creativity among team members and ability to work efficiently with others in the organization
- Proficiency in Microsoft Office, Google Suite, HootSuite, Constant Contact as well as the ability to operate standard office equipment
- Strong interpersonal skills and ability to interact with others in a professional manner as a representative of DPS Foundation
- Must maintain the utmost discretion with confidential information about donors or potential donors
- Professional demeanor with strong ethical standards and ability to adapt to change



- Self-motivated, team player, highly organized, able to prioritize and detail-oriented

HOW TO APPLY TO JOIN THE TEAM

Please send a resume and cover letter telling us about you, why this job would be a good fit for you, and specifically any experience you have managing communications to jobs@dpsfoundation.org. Please include a writing sample in your submission that showcases your strongest work and writing style. To ensure your submission is considered, please include “Communications Manager” in the subject line. No telephone inquiries, please. The position is open for immediate hire and will be open until filled. DPS Foundation encourages all qualified candidates to apply.

At the Denver Public Schools Foundation, we recognize that systemic barriers often deter qualified candidates, particularly women and BIPOC individuals, from applying if they don't meet every listed qualification. We want to assure all potential applicants that we value diverse perspectives and experiences, and we actively encourage candidates from underrepresented backgrounds to apply. Your unique skills, perspectives, and lived experiences are assets that enrich our organization and contribute to our mission of equity in education. Don't hesitate to apply, even if you don't meet every requirement listed. Your application will be considered with care and attention to the value you bring to our team.

COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND BELONGING

In alignment with our Core Values, DPS Foundation is committed to fostering, cultivating, and preserving a culture of diversity, equity, inclusion, and belonging. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent our team members invest in their work represents a significant part of not only our culture, but our reputation and organization's achievement as well. We embrace and encourage differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make individuals unique. DPS Foundation encourages all qualified candidates to apply. All employment is decided on the basis of job related factors such as qualifications, merit, and business need.