



POSITION

The Executive Support Manager is a full-time, exempt role at the Denver Public Schools Foundation. This unique position blends high-level executive support with internal operations, team culture, and board coordination. Reporting directly to the President & CEO, this individual plays a pivotal role in strengthening the efficiency, cohesion, and impact of the DPS Foundation's work. The salary range is \$65,000–\$75,000, 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 self-motivated, highly organized professional who is passionate about public education and enjoys working behind the scenes to help teams and leaders thrive. The ideal candidate is someone who thrives on anticipating needs before they arise, enjoys creating and maintaining systems, and brings a warm, professional presence to internal and external interactions. This person should be deeply trustworthy, detail-oriented, and committed to making a positive impact in a collaborative environment. Experience in executive support, operations, or HR in a nonprofit or mission-aligned setting is essential.

WHAT YOU WOULD BE DOING

In this role, you will be the organizational engine that supports the CEO's effectiveness, manages day-to-day operations, and nurtures the internal culture that helps our team do its best work. Your day might include preparing materials for a board meeting, troubleshooting an office technology issue, or planning a staff appreciation lunch. You will manage the CEO's calendar, ensure smooth communication with internal and external stakeholders, maintain HR systems in coordination with our PEO (Professional Employer Organization), and support teamwide operations and engagement efforts. You will also serve as a point of contact for board members and external partners, embodying the DPS Foundation's professionalism and mission in every interaction.

JOB SUMMARY

The Executive Support Manager is a key member of the DPS Foundation team, providing high-level administrative, operational, and cultural support to the CEO and Executive Leadership Team (ELT). This role blends classic executive support functions with day-to-day operations, internal systems management, and board/committee facilitation.



The ideal candidate is a proactive, detail-oriented, and people-focused professional who thrives in a fast-paced, mission-driven environment. This role requires discretion, initiative, and a strong ability to build systems that improve organizational effectiveness and team cohesion.

The Executive Support Manager reports to the President & CEO. This is a full-time role (40 hours/week). Occasional evening hours are required for board meetings, and increased hours may be needed during key periods.

WHY YOU WOULD CHOOSE US

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 \$65,000-\$75,000 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

Executive & Leadership Support (25%)

- Manage the CEO's calendar, travel, and meeting preparation to ensure alignment with key priorities.
- Support the CEO in donor and partner follow-ups, including logging notes and activities in the CRM.
- Prepare and submit monthly expense reports for the Executive Leadership Team.
- Provide occasional scheduling and administrative support to other ELT members as needed.

Board & Governance Management (20%)

- Lead preparation and coordination of Board of Directors meetings, Executive Committee meetings, and other committee meetings as requested—including logistics, scheduling, material collection/distribution, minute-taking, and follow-up.
- Manage annual board retreats, new member orientations, and board term tracking.
- Ensure board communications, documentation, and governance processes run efficiently and professionally.

Operations & Internal Systems (20%)

- Oversee day-to-day office operations, including technology, supplies, and vendor coordination.
- Maintain organizational calendars and document management systems.
- Identify and implement tools that support internal collaboration and productivity.
- Manage phone system and voicemail to ensure timely and professional communication.



- Support logistics for on-site meetings, especially when donors or external partners visit—including snack ordering, room readiness, and basic tech setup.

Culture & Team Engagement (15%)

- Coordinating monthly birthday and anniversary recognition, team lunches, quarterly retreats, and other morale-boosting initiatives.
- Support planning and execution of all-staff meetings and internal communications.
- Attend events as needed and act as a welcoming, reliable point of contact when representing the DPS Foundation.

Human Resources Support (15%)

- Support onboarding and offboarding processes: job postings, interview coordination, system access, and employee setup.
- Liaise with the DPS Foundation's PEO to support HR operations, including compliance, and performance management.

Special Projects (5%)

- Support or lead ad hoc projects related to operations, executive initiatives, or team development.
- Draft memos, conduct research, and track action items tied to CEO priorities.

QUALIFICATIONS & SKILLS

Required:

- 5+ years of experience in executive support, operations, HR coordination, or nonprofit administration.
- Strong organizational, calendar management, and multitasking skills.
- Excellent written and verbal communication abilities.
- Ability to work both independently and collaboratively in a fast-paced, evolving environment.
- Comfort with tools like Google Workspace, Microsoft Office, Raiser's Edge (or similar CRM), and project management platforms.
- Discretion and professionalism when handling sensitive information.
- Ability to build and maintain effective working relationships with staff, board members, and external partners.
- High level of professionalism, ethics, and confidentiality.
- Self-motivated and mission-aligned, with familiarity with the Foundation's goals, programs, and initiatives.

Preferred:



- Written and verbal proficiency in Spanish highly desirable.
- Experience with nonprofit board governance and HR practices.
- Background in education, philanthropy, or mission-driven organizations.
- Customer service mindset and a warm, supportive demeanor.

Core Competencies

- Proactive Problem-Solving: Anticipates needs, removes roadblocks, and addresses issues before they escalate.
- Organizational Systems Thinking: Brings clarity and structure to fast-moving environments.
- Discretion & Reliability: Trusted with sensitive tasks and consistent follow-through.
- Collaborative Communication: Builds strong relationships and communicates across all levels.
- Warmth & Professionalism: Serves as a helpful, welcoming face of the organization.

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 to jobs@dpsfoundation.org. To ensure your submission is considered, please include Executive Support Manager in the subject line. No telephone inquiries, please. Position is open for immediate hire and will be open until filled, priority to applicants who apply before June 30, 2025.

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.