



## **POSITION**

Intern (part-time, non-exempt, temporary)

## **WHO ARE WE?**

When our students and schools thrive, we all benefit. That's why DPS Foundation galvanizes and mobilizes our entire community to invest in crucial resources and programs that have the greatest impact on student well-being and success, while supporting families and educators. When we all join together in this work, our students become the leaders and societal contributors we need, and our city—and all who live in it— thrives. We strive to live by our [Core Values](#) and see them as a commitment to ourselves, to DPS, and to the students and families we have promised to serve. For additional information about our organization, please visit [www.dpsfoundation.org](http://www.dpsfoundation.org).

## **WHO ARE WE LOOKING FOR?**

We are seeking an individual who is excited and eager to learn aspects of fundraising and community impact work while gaining skills in relationship building, volunteer management, communications, and business operations at a thriving nonprofit organization. No previous experience required; merely a drive and willingness to jump in and learn! We are looking for an individual with a proven ability to prioritize, organize, and manage multiple tasks simultaneously, and is able to work independently and collaboratively and adapt to changing priorities.

The Intern will help in key areas of stewardship, school outreach, and general office support. This position will be 10-20 hours per week. We request a commitment through August 15, 2025. This is a hybrid in-office and work from home position. While flexible hours and days are available, this position will be in-office on Tuesdays and other days/times when the workload requires it. The Intern is expected to work in the office at least six times per month and reports to the Impact Engagement Director.

## **WHAT WOULD YOU BE DOING?**

Primary responsibilities could include:

- Help build upon DPS Foundation's social media strategy and work to implement new channels and collect DPS Foundation information and news seamlessly across all media
- Drafting award letters for review
- Setting up visits/walkthroughs at schools for donors
- Serve as an ambassador at events including speaking engagements, resource fairs, and sporting events
- Support student, educator, and donor stories and quotes collection to be used throughout the year
- Assist with donor outreach and stewardship events and support volunteer management as needed
- Organize electronic photo library and information used for impact reports
- Perform office support responsibilities on various projects
- Assist with additional specific projects, just as grantmaking reviews, our school partnership program, or educator housing
- Create onboarding materials and train incoming interns
- Help sort donations and deliveries/pick-ups
- Help manage staff calendars



### **WHAT QUALIFICATIONS AND SKILLS ARE WE LOOKING FOR?**

The successful candidate should possess the following:

- An interest in fundraising and not-for-profit work
- Excellent writing and editing skills
- Internet & Google Suite proficiency
- Strong interpersonal skills and ability to interact with others in a professional manner as a representative of DPS Foundation
- Professional demeanor with strong ethical standards; maintain discretion with confidential information about donors or potential donors
- Ability to work on multiple projects simultaneously both as a team member and individually
- Self-motivated, team player, highly organized, able to prioritize, and must be detail-oriented
- Flexibility to work remotely as well as in an open-office environment, depending on circumstances, and occasional evening and weekend hours during events, as needed

### **WHY WOULD YOU CHOOSE US?**

This position is an opportunity to join an exceptional team to start, grow, or hone your interpersonal skills, while working at one of the most respected nonprofit organizations in Denver. We have a flexible, supportive work environment and strive to work with 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 an hourly salary of \$20/hr.

### **HOW TO APPLY TO JOIN THE TEAM**

By May 26, 2025, please send a resume and cover letter telling us about you and why this job would be a good fit for you to [jobs@dpsfoundation.org](mailto:jobs@dpsfoundation.org). To ensure your submission is considered, please include DPSF Intern in the subject line. No telephone inquiries, please. Position is open for immediate hire and with an anticipated start date in June 2025.

### **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.