DENVER PUBLIC SCHOOLS
FOUNDATION

POSITION
Development Coordinator (full-time, non-exempt)

WHO ARE WE?
Denver Public Schools Foundation believes our city is strengthened by every student who graduates ready to lead a successful life. As the strategic fundraising partner to DPS, we work alongside district leaders and educators to advocate for the highest impact investments and galvanize the philanthropic and community support necessary to ensure *Every Child Succeeds*. 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.

WHAT WOULD YOU BE DOING?
The Development Coordinator will provide critical support in organizing our development efforts as Denver Public Schools Foundation aims to grow its impact. This position will support annual giving fundraising and gift entry efforts, drive donor stewardship events and outreach, draft donor briefings, and maintain Development team systems.

KEY RESPONSIBILITIES

Fundraising & Stewardship Responsibilities
- Anticipates Development team needs and acts swiftly to ensure leadership can maximize time with donors and prospects
    - Prepare Development team and President/CEO with thorough donor and prospect briefings
    - Analyze donor data to ensure development efforts are targeted and strategic
- Support the execution of stewardship plan to support donor retention
    - Participate in regular donor stewardship activities, including directly stewarding donors and prospects with strategic communications and school site visits
    - Collaborate with Development and Communications/Marketing teams on key donor stewardship campaigns
- Support the execution of DPS Foundation's work in prospect and donor research
    - Using a broad spectrum of sources, research, organize, and evaluate prospects' and donors' financial capacity, ability to give, willingness to give, charitable interests, and connection to DPS Foundation
    - Synthesize prospect and donor data into briefings for the use of the Development team and board of directors
    - Support stewardship and solicitation efforts with creative data pulls and utilization, making recommendations to the team

Administrative Responsibilities
- Enter donor and prospect information and track moves management using Raiser's Edge donor database, helping to maintain overall data integrity
- Develop and implement annual giving plan for donors, maintain and cultivate relationships, and make direct solicitations
- Responsible for sending monthly lapsed donor appeals, campaign appeals, and donor communication
- Track annual giving appeals, returns and responses, and ensure proper coding in Raiser's Edge

- Support the Database Manager by being fully cross-trained to record charitable contributions in Raiser's Edge donor database, prepare acknowledgment letters, pull reports, and record donor action items

QUALIFICATIONS AND SKILLS

The ideal candidate should possess the following:

- Eagerness to learn and gain experience in a variety of development and fundraising skills
- A curious, intuitive, and persistent mindset who takes initiative and has incredible follow-through
- Ability to prioritize effectively and ability to organize and manage multiple tasks and projects simultaneously from conception to execution
- Relationship building experience; enjoys connecting authentically with stakeholders and wants to nurture those relationships long-term
- Experience using Microsoft Office Suite and Google platform to accomplish daily tasks, projects, and meetings as well as ability to operate typical office equipment
- A high level of professionalism, integrity/ethics, and confidentiality
- Ability to communicate effectively with a wide range of stakeholders including educators and donors
- Previous experience in a donor database software (such as Raiser's Edge) preferred, though a willingness to learn and execute is equally important
- Passion for breaking patterns of historic inequalities in education by creating opportunities through philanthropy for our most vulnerable students
- Hybrid work model, working remotely as well as in an open-office environment, and occasional weekend and evening hours during events, as needed
- Post-secondary education and/or previous professional workplace experience preferred though fundraising or development experience is not required

WHY WOULD YOU CHOOSE US?

This position is an opportunity to join an exceptional team working toward equity in education. You will join a team of experienced professionals raising $7 million annually in support of Denver Public Schools.

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 a competitive salary range of $55,000 to $65,000 commensurate with experience and qualifications. We offer a generous benefits package including paid time off (PTO), 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.

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 Development Coordinator 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.