



## **POSITION**

President/CEO (full-time, exempt)

## **OVERVIEW OF DPS FOUNDATION**

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](http://www.dpsfoundation.org).

## **JOB SUMMARY**

As DPS's strategic fundraising partner, the President/CEO is charged with serving as a lead fundraiser to direct and execute a comprehensive and multi-faceted fundraising and community engagement operation to support the long-term vision and annual fundraising goals of DPS Foundation. The President/CEO works collaboratively with the Board of Directors to execute a highly strategic vision and to facilitate relationships with key stakeholders including but not limited to local, state, and national education and philanthropic leaders, corporations, and media, as well as the DPS Superintendent and other school district leaders.

The President/CEO works closely with the Superintendent of Denver Public Schools and community leaders to shape programs, provide resources, and implement innovations that accelerate progress in DPS and connect the community to the classroom, while inspiring confidence in the promise of public education.

## **RESPONSIBILITIES**

In each of the responsibility areas the President/CEO is expected to work in partnership with the Board of Directors to achieve DPS Foundation's goals. The Board of Directors and the President/CEO strive to support, consult, and complement each other. Primary responsibilities include, but are not limited to, the following and the Board of Directors may assign other responsibilities.

***Strategic Leadership:*** The President/CEO works with the Board of Directors to develop and update the strategic plan and vision of DPS Foundation on a regular basis, making sure DPS Foundation's specific goals support its overall mission and vision. The President/CEO:

- Identifies the need for fundamental changes to DPS Foundation and brings such matters to the Board of Directors for action.
- Ensures there is an effective, comprehensive funding plan in support of the strategic vision.
- Works with the leadership of Denver Public Schools to identify and agree upon funding needs for strategic priorities.
- Works with the grantmaking and grants management team to track progress and effectiveness of programs funded by DPS Foundation and/or DPS Foundation's grantors.
- Establishes oneself in the community as a credible, knowledgeable source of information about K-12 education and about education philanthropy.



**Fundraising Leadership:** In partnership with the Vice President of Development, the President/CEO is responsible for working with the Board of Directors in the development and execution of effective fundraising activities and long-term planning to ensure sustainable programmatic and operational funding streams. The President/CEO:

- Develops and implements all long- and short-term development strategies to diversify, grow, and steward DPS Foundation's funding base and support its mission, long-term goals, fiscal health, special events and initiatives, in alignment with DPS Foundation's strategic plan and Denver Public Schools' Strategic and Academic priorities.
- Establishes and successfully meets or exceeds annual and long-term fundraising goals for all revenue streams including restricted and unrestricted revenue targets.
- Works with the Board of Directors and DPS subject-matter experts to execute fundraising plans.
- Leverages relationships and spheres of influence of DPS Foundation board members, DPS staff, and community champions to ensure fundraising efforts meet goals effectively.
- Maintains a portfolio of donors and cultivates new donors while effectively stewarding legacy donors.
- Identifies and capitalizes on developing relationships with regional and national foundations that support education and secure funds from these sources.

**Fiscal and Operational Leadership:** In partnership with the Vice President of Finance & Operations and Board of Directors, the President/CEO ensures the strategic plan is implemented effectively and DPS Foundation's financials and operations are managed with the highest level of accountability and integrity. The President/CEO:

- Oversees all administrative matters for DPS Foundation ensuring critical financial, human resources, and general operations run efficiently and effectively.
- Develops and implements:
  - Strategic plan oversight including adherence to the plan, monitoring objectives, and designing and implementing operations to successfully complete strategic plan.
  - Effective organization structures and skills needed to execute identified responsibilities with accompanying performance metrics and reviews.
  - Effective financial administration policies and actions including budget development and reporting, financial controls, fiscal recordkeeping, and audit practices inclusive of:
    - Oversight of annual and long-term budgetary planning and the implementation of budgets to monitor progress and present financial metrics both internally and externally, ensuring budgets are based on sound financial assumptions and practices.
    - Oversight of cash flow and forecasting including developing a reliable cash flow and budgetary variance projection process and reporting mechanism.
    - Oversight and presentation of external audit including financial statements and notes and IRS Form 990 and supporting schedules.
    - Oversight of office facility, supplies, and equipment.
    - Identification of legal support, as needed, ensuring compliance with all regulatory requirements.



**Community Engagement, Communications, and Public Relations Leadership:** In partnership with the Marketing & Communications Director, the President/CEO is responsible for overseeing the development and implementation of a comprehensive communications and public relations plan that explains DPS Foundation's purpose and programs to existing and potential partner organizations, grantees, policy makers, the foundation community, business leaders, outside organizations, and the public. The President/CEO:

- Presents DPS Foundation's mission to support Denver Public Schools and its programs in a strong, positive image to relevant stakeholders.
- Serves as a primary liaison with diverse groups and partner organizations in the Denver community on behalf of DPS. Listens, communicates, motivates, and builds trust and relationships. Adapts writing and speaking styles appropriately.
- Represents DPS Foundation routinely and professionally at local and state events through speaking, serving on committees, and presenting information sessions. Participates at national level as agreed by the Board of Directors.
- Delivers DPS Foundation's annual signature event successfully and ensures an effective special event strategy to raise awareness and unrestricted income in conjunction with the Events Manager.
- Oversees all publications assuring consistency, accuracy, and professionalism.
- Supports DPS work and issues presented to legislative bodies around K-12 and public education funding where necessary and appropriate.

**Board of Directors Relationship:** The President/CEO is responsible for building effective relationships with board members and working with the Board Chair to ensure the Board of Directors adds value appropriately to the achievement of DPS Foundation's goals and objectives. The President/CEO:

- Helps identify new board member candidates to be considered for addition to the Board of Directors. Assists in other board development activities including obtaining the commitment of new board members, training, and ensuring effective communication between staff and board members.
- Supports Board members in developing and defining their fundraising skills.
- Attends board committee and task force meetings, as an ex-officio member, regularly and keeps up-to-date on progress and issues of each board committee. Assists the chairs of each board committee in establishing appropriate objectives for that board committee.
- Assists the Board Chair in planning and conducting Board meetings. Attends all Board of Director and Executive Committee meetings.
- Develops and maintains strong relations between DPS Foundation staff and Board of Directors.

**Team Development and Leadership:** The President/CEO is responsible for the effective hiring, development, management, retention, and termination of all personnel. The President/CEO:

- Models the way and inspires the team to exemplify DPS Foundation Core Values including a commitment to diversity, equity, inclusion, and belonging.
- Develops and monitors indicators of organizational culture and engages employees and senior leadership to create organizational change as needed.
- Maximizes the potential of all team members and sets high quality performance standards.
- Implements and observes approved personnel policies.
- Establishes a continuous improvement, positive, entrepreneurial, collaborative, and inclusive atmosphere in which high quality programs and services are delivered.
- Assumes responsibility for all hiring and terminations, following legally compliant practices.



DENVER PUBLIC SCHOOLS  
FOUNDATION

DENVER PUBLIC SCHOOLS DEPENDS ON ALL OF US.

### **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.