



## **POSITION**

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

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

We are seeking an individual who is excited and eager to learn all aspects of development while gaining skills in relationship building, stewardship, communications, donor database work, and events. No previous fundraising or development experience required; merely a drive and willingness to jump in and learn! We are looking for an individual with an ability to create, manage, and sustain relationships with staff and donors; has a proven ability to prioritize, organize, and manage multiple tasks simultaneously, and is able to work independently and collaboratively and adapt to changing priorities.

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

The Development Associate will provide critical support in organizing our development efforts as Denver Public Schools Foundation aims to grow its impact. This position will drive annual giving fundraising, ongoing donor stewardship efforts through calls and mailings, draft donor briefings, maintain Development team systems, and support gift entry efforts. This position reports to the Vice President of Development and works closely with all Development and Communications/Marketing team members.

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

This position is an opportunity to join an exceptional team to start, grow, or hone your fundraising 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 a competitive hourly salary of \$20-\$23 commensurate with experience and qualifications. We offer a generous benefits package including paid time off starting at 17 days, 15 paid holidays, 100% paid health, dental, vision, life, and short-term disability insurances, parking reimbursement, and a matching contribution to a 401(k) retirement plan.

## **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 how you exhibit one or more of DPS Foundation's Core Values to [jobs@dpsfoundation.org](mailto:jobs@dpsfoundation.org). To ensure your submission is considered, please include Development Associate in the subject line. No telephone inquiries, please. Position is open for immediate hire and will be open until filled.

DPS Foundation encourages all qualified candidates to apply.