



## **POSITION**

Development Officer (full-time, 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 has a minimum of four years of experience in professional fundraising and development to join our skilled fundraising team at Denver Public Schools Foundation. We are seeking someone with exceptional organizational skills who can dive into data and support the operations of a development department as well as the ability to work with a wide-range of stakeholders. This person will have proven experience in database work (Raiser's Edge donor database or equivalent complex donor database), data analytics and analysis, donor relationship building, annual giving, and budget management. Ideally, this person has prior management experience. The ideal candidate will demonstrate creative initiative, collaboration, and flexibility.

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

The Development Officer will provide critical support in organizing our development operations efforts as DPS Foundation aims to grow its impact. This position will drive annual giving fundraising, ongoing donor stewardship efforts, and event donation support. Additionally, this position will oversee database reporting and management and support the Vice President of Development with budgeting. This position will manage two development staff members, will work closely with all Development and Communications/Marketing team members, and report to the Vice President of Development.

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

This position is an opportunity for a fundraiser to join a high-performing team while working at one of the most respected nonprofit organizations in Denver. You will join a team of experienced fundraisers; raising over \$7 million annually in support of Denver Public Schools. You will have an opportunity to support backend development operations and systems, providing leadership around data analytics, prospect research, and budgeting; while also working directly with stewardship and annual giving donors.

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 from \$65,000-\$75,000 commensurate with experience and qualifications. We offer a generous benefits package including 17 paid time off (PTO) days in the first year, 15 paid holidays annually, 100% paid health, dental, vision, life, and short-term disability insurances, partial parking reimbursement when working in the office, and a fully-vested matching contribution to a 401(k) retirement plan after the first year of employment.



**HOW TO APPLY TO JOIN THE TEAM**

Please send a resume and cover letter telling us how your past professional experience has prepared you for this role, specifically in stewardship, data analytics, and direct fundraising to [jobs@dpsfoundation.org](mailto:jobs@dpsfoundation.org). Please do not repeat your resume, but rather, tell us what your resume does not, and why you are the right person for this position.

To ensure your submission is considered, please include Development Officer in the subject line. No telephone inquiries, please. Position is open for immediate hire and will be open until filled; though priority will be given to applicants who apply by April 23, 2021. DPS Foundation encourages all qualified candidates to apply.