



## **POSITION**

Development Specialist (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 Specialist 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. This position reports to the Development Officer 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. 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 put 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 wage range of \$23-\$26 commensurate with experience and qualifications (\$47,840 – \$54,080 annually\*). We offer a hybrid work model, generous benefits package including paid time off (PTO) starting at 17 days, 16 paid holidays, 100% paid health, dental, vision, life, and short-term disability insurances, parking reimbursement, and a fully-vested up to 4% matching contribution to a 401(k) retirement plan after meeting eligibility requirements.

\*Based on a 40-hour work week

## **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 Specialist 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.

*DPS Foundation requires all employees to provide documentation of COVID-19 vaccination as a condition of employment, unless a medical or religious exemption exists.*

**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.



## **POSITION**

Development Specialist (full-time, non-exempt)

## **JOB SUMMARY**

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

## **ESSENTIAL JOB FUNCTIONS**

Primary responsibilities include, but are not limited to, the following:

- Manage donor stewardship events, including but not limited to Insider Events and \$1 Million Fund school site visits
  - Manage event logistics, including guest lists, volunteers, and program participants
  - Maintain proposals, actions, and tracking in Raiser's Edge event module
- Manage annual giving portfolio of individual donors at \$1,000 and below
  - 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 acknowledgement letters, pull reports, and record donor action items
- Execute 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
- Lead 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
- Provide support for DPS Foundation's grant making cycles
- In partnership with Communications/Marketing team, create written communications that effectively relay important DPS Foundation information to share with constituents
- Assist with additional specific projects, as needed and as assigned

## **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

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