



POSITION

Events & Communications 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.

WHO ARE WE LOOKING FOR?

We are seeking an individual who has a minimum of two years of related professional experience in event planning, communications, and/or marketing with a Bachelor's degree in event management, communications, and/or marketing to join our skilled team at Denver Public Schools Foundation. We are seeking someone with exceptional organizational skills who has proven experience in project management for events and campaigns. This person will have a high attention to detail with proven experience in event planning, social media management, content creation and storytelling, graphic design (Adobe Creative Suite), and photo editing software. This person will have the ability to work with a wide range of stakeholders. The ideal candidate will demonstrate creative initiative, collaboration, and flexibility.

WHAT WOULD YOU BE DOING?

The Events & Communications Specialist will provide critical support in event planning, budgeting, logistics management and execution, as well as communications and marketing as DPS Foundation aims to grow its impact. This position will manage all logistics for our annual Achieve Gala (1,000+ attendee, \$1 million event), all other DPS Foundation events, and be a member of the Communications/Marketing team overseeing an Events Intern. They will also be responsible for content creation, storytelling, writing, and graphic design. This position will work closely with all Development and Communications/Marketing team members and report to the Marketing & Communications Director.

WHY WOULD YOU CHOOSE US?

This position is an opportunity for you 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 Communications/Marketing and Development professionals raising \$7 million annually in support of Denver Public Schools. You will have an opportunity to share student success stories, communicate impact to donors through events and outreach, and work in an environment that encourages out-of-the-box ideas and creativity to achieve goals.

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 wage range of \$22-\$25 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 after meeting eligibility requirements.



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 event planning and communications, to 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 Events & Communications Specialist 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 January 24, 2022. DPS Foundation encourages all qualified candidates to apply.

Due to a public health order issued by the Denver Department of Public Health and Environment, DPS is requiring all people regularly accessing its buildings to provide documentation of full 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.