



## **POSITION**

Events & Development Associate (full-time, non-exempt)

## **OVERVIEW**

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*. Every day, DPS Foundation invests in accelerating progress for our schools and students; connects the community to our classrooms; and inspires confidence in the promise of public education for DPS's more than 92,000 students and nearly 200 schools. For additional information, please visit [www.dpsfoundation.org](http://www.dpsfoundation.org).

## **JOB SUMMARY**

The Events & Development Associate will provide critical support in organizing special event efforts as Denver Public Schools Foundation aims to grow its impact. This position plays a vital role in managing and executing a variety of fundraising and outreach events including the annual Achieve Gala as well as implementing cause-related marketing strategy. The successful candidate will be creative and innovative; familiar with traditional event management strategies while also demonstrating a vision for new and out-of-the-box ways to reach constituents; will possess a strong attention to detail; and will be dynamic, with the ability to multi-task in a fast-paced and collaborative work environment. This position reports to the Development Director and works closely with the Development Associate and the Communications Manager.

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

### *Event Responsibilities*

- In collaboration with DPS Foundation teams, manage, and execute all logistical planning aspects of fundraising and cultivation events including the annual gala, stewardship events, periodic affinity group events, charity partner programs like the Colfax Marathon, and other new events
- Manage all event day onsite logistics, décor, signage, and volunteers
- Review and oversee execution of vendor contracts and manage relationships with venue staff
- In cooperation with the Development Director, oversee, track, and support event budgets
- Track project management calendars (currently in Basecamp), report on benchmarks and make recommendations to adjust strategies as necessary
- Coordinate with the Development Associate on database tracking, seating, and sponsor deliverables
- Support solicitation, donor activation, recognition, and post-event stewardship activities as needed
- Achieve Gala – DPS Foundation's largest annual event with 1,000 attendees – will require this role to:
  - Provide regular updates and prepare meeting agendas
  - Be a team leader for execution of all event day logistics including coordination of student groups participating in the event, transportation, and program needs
  - Recruit, train and lead event-night volunteers
  - Coordinate with the Communications Manager on development of sponsor collateral including website listing, program book, event night signage, table signs, and program slideshow



### *Development Responsibilities*

- Serve as the project manager for cause-related marketing initiatives and events
- Build and maintain relationships with DPS Foundation strategic partners to strengthen their cause-related marketing participation with the organization
- Serve as the staff leader to create and manage the strategy for the annual Team DPS employee giving campaign while overseeing the outreach timelines
- Manage the calendar for projects, monitor timelines and deadlines, collect and file deliverables, and oversee the internal and external approval processes
- Coordinate the creation of event collateral in partnership with the Communications Manager
- Report and analyze overall project performance to strategize on the best initiatives to include in the portfolio for next year
- Effectively communicate the organization's goals and activities externally
- Assist with additional specific projects, as needed and as assigned

### **QUALIFICATIONS AND SKILLS**

The successful candidate should possess the following:

- Associate's degree or similar with a minimum of two years of relevant special event or fundraising experience preferably with a non-profit organization
- Highly organized and detail oriented; skilled at building and maintaining timelines and tracking deliverables in a high-volume production environment
- Demonstrated ability to multi-task and effectively prioritize multiple projects
- Ability to maximize cross-departmental collaboration and coordination; ability to work efficiently and effectively with others in the organization and external stakeholders
- Excellent verbal, written, and interpersonal communications skills
- Maintain a high level of professionalism, integrity/ethics, and confidentiality
- Knowledge of Raiser's Edge donor database (or similar database software), photo editing software, and social media experience preferred
- Flexibility to work occasional evening and weekend hours, as needed

### **COMPENSATION AND BENEFITS**

Hourly salary is commensurate with experience and qualifications. A generous benefits package includes a flexible, supportive work environment, paid time off, paid holidays, parking reimbursement, health, dental and vision insurances, life insurance, short-term disability insurance, and matching contribution to a 401(k) retirement plan.

### **RESPONSE**

Please send cover letter and resume to [jobs@dpsfoundation.org](mailto:jobs@dpsfoundation.org). To ensure your submission is considered, please include Events & Development Associate in the subject line. No telephone inquiries, please. Position is open for immediate hire and will be open until filled.

DPS Foundation is an Equal Opportunity Employer and encourages qualified, diverse candidates to apply.