



POSITION

Vice President of Development (full-time, exempt)

OVERVIEW OF THE DPS FOUNDATION

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 more than 200 schools. For additional information, please visit www.dpsfoundation.org.

JOB SUMMARY

The Vice President of Development reports directly to the President/CEO. This exciting opportunity is intended to strengthen DPS Foundation's position as a strategic funding partner to Denver Public Schools. She/he will design and execute comprehensive development programs to support the long-term vision and annual fundraising goals of DPS Foundation. This skilled and visionary leader must be highly adept in fund development and have a proven record of accomplishment of balancing a holistic fundraising strategy with tactical execution. This leader must develop new and creative funding initiatives while building on DPS Foundation's past success. She/he thrives as an energetic, positive, and organized multi-tasker who is able to strategically manage and lead a development team as well as manage a myriad of initiatives in a fast-paced and collaborative environment.

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

Strategy and Planning Responsibilities

- Support the President/CEO in communicating and implementing DPS Foundation's strategy internally and externally so all constituencies understand the strategic plan and how it carries out overall goals
- Translate strategies around unrestricted fundraising into actionable and quantitative plans, working collaboratively with the members of the team, to ensure departmental strategic planning projects reflect organizational strategic priorities
- Monitor execution progress of the strategic plan and evaluate the results of these programs

Development and Donor Management Responsibilities

- In partnership with the President/CEO and the Executive Leadership Team, develop and implement all long- and short-term development strategies to diversify, grow, and steward DPS Foundation's funding base and support its mission in alignment with the strategic plan
- Identify opportunities for developing partnerships with business leaders and major gift donors that support the strategic direction of DPS Foundation and Denver Public Schools
- Build and manage annual development department budget expenses and revenues and work closely with Grants Management Officer to ensure successful fundraising initiatives
- Measure and report fundraising and unrestricted initiatives progress and outcomes regularly to DPS Foundation leadership team and Board of Directors
- Manage a portfolio of major gift prospects and identify, cultivate, solicit, and steward funding relationships
- Oversee Development Committee to build additional fundraising resources in the community
- Lead the strategy and solicitation process for all fundraising events, including the annual Achieve Gala



Management and Administration Responsibilities

- Oversee DPS Foundation's development team with an emphasis on collaborative goal setting, building a strength-based culture, and individual accountability toward qualitative and quantitative objectives
- Direct and support the development and implementation of best practices for the development team and DPS Foundation including operational efficiency, data maintenance, and process improvement
- Ensure proper management of time and expenses including monitoring budget to actuals and projections
- Attend all required meetings and special events as needed (due to the nature of the work, certain evenings and/or weekends will be required)

QUALIFICATIONS AND SKILLS

The successful candidate should possess the following:

- Bachelor's degree with a minimum of seven years of successful fundraising experience with a demonstration of progressive responsibility within a non-profit organization and at least five years serving in a strategic management capacity
- Demonstrated leadership and ability to construct, articulate, and implement strategic development plan
- Strong knowledge of public education landscape with deep connections in the education, funding, and donor communities
- Working knowledge and understanding of analytics; preferably with experience in developing analytic requirements to identify and track program progress and impact on participants
- Strong foundation of best practice fundraising knowledge with a proven track record of creating and implementing effective strategies and developing successful long term relationships with donors, business partners, and community leaders
- Exceptional ability to build, manage, and sustain relationships with staff, board members, and stakeholders through professional, effective, and timely communication in a fast-paced environment while remaining flexible, proactive, resourceful, and efficient
- Demonstrated ability to prioritize efficiently and work on multiple projects simultaneously, both as an individual and as part of the team
- Maintaining a high level of professionalism; integrity/ethics and confidentiality is critical
- High proficiency of Microsoft Office and Raiser's Edge donor database as well as the ability to operate standard office equipment

COMPENSATION AND BENEFITS

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 after meeting eligibility requirements.

RESPONSE

Please send cover letter, resume, and salary expectations to jobs@dpsfoundation.org. To ensure your submission is considered, please include Vice President of Development 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.