



## **POSITION**

Vice President of Development (full time, exempt)

## **OVERVIEW**

Denver Public Schools Foundation raises and manages funds in support of Denver Public Schools' (DPS) ambitious plan to improve student achievement as set forth in the Denver Plan. Current fundraising initiatives include principal leadership development, health & wellness, tutoring initiatives and after-school programs. DPS Foundation also facilitates additional financial support from individuals, corporations and foundations for a myriad of additional programs and initiatives for the district and individual schools.

## **JOB SUMMARY**

The Vice President of Development is a key member of the DPS Foundation team. This skilled employee is highly adept in all facets of fund development as a manager and as a personal fundraiser. The Vice President of Development designs, directs and implements a comprehensive development program to support the annual fundraising goals of DPS Foundation, the organization's future growth and development and Denver Public Schools' ambitious plan to improve student achievement. The development program includes grants, corporate sponsorships, special events, direct mail acquisition, annual giving, work-place giving, major gifts, school partners and cause-related marketing. The Vice President of Development reports directly to the President/CEO and currently oversees five staff members.

Key areas of responsibilities include but are not limited to:

### *Leadership/Planning*

- Develop and lead a comprehensive development program and ensure it is consistent and supportive of the organization's three-year strategic plan
- Increase overall revenue (restricted and unrestricted) and continue to grow and diversify revenue streams
- Establish annual and long-term fundraising goals including revenue targets and program strategic development
- Measure and report fundraising and program success regularly (monthly, quarterly and annually), including cost to raise a dollar, actual to budget, etc.
- Plan, implement and oversee programs that deepen and broaden the community of support for DPS Foundation, including measurable targets for each fiscal year (e.g. acquisition of new donors, renewal and upgrades of existing donors, etc.)
- Evaluate program results and revise strategies as necessary to ensure goals and objectives of strategic plan are met
- Oversee the budget and timeline of the development program ensuring all fundraising initiatives meet budgetary constraints and relevant timetables and are executed in an efficient and cost-effective manner
- Manage (directly or indirectly) the five members of the development team including ensuring allocation of effort and responsibility within the team and build performance plans that are meaningful and relevant to individual staff members and evaluate work performance annually



- Work with President/CEO to effectively guide DPS Foundation Board of Directors with their individual fundraising and donor cultivation efforts
- Facilitate implementation and operations of Development Committee and Governance Committee
- Help ensure coordination and consistency of all fundraising efforts within Denver Public Schools and help guide DPS senior leadership with their fundraising and donor cultivation efforts

#### *Fundraising/Donor Management*

- Manage a minimum portfolio of 75 major gift prospects and utilize research tools and moves management to identify, cultivate, solicit and steward funding relationships
- Utilize a range of techniques to build funding relationships including thank you calls, visits, events, site visits and regular communication as well as conduct discovery calls to qualify potential donors and determine capacity and inclination to give
- Manage portfolio of corporate prospects and sponsors with a focus on identifying new potential sponsors and renewing and upgrading existing sponsors for annual gala
- Convene and facilitate weekly development meeting to monitor overall fundraising activity and progress
- Develop strategy and oversee implementation for all revenue streams
- Ensure effective prospect and donor management utilizing Raiser's Edge and other resources to identify and track prospective donors
- Oversee the creation and implementation of comprehensive stewardship program that cultivates new and prospective donors and provides regular and unique stewardship to existing donors with a focus on building overall donor relationships
- Train and assist DPS Foundation volunteers to identify, cultivate, solicit and steward donors

#### *Outreach and Communications*

- Work closely with Marketing & Communications Director to effectively communicate and market DPS Foundation goals and activities to its constituency and general public
- Coordinate with Marketing & Communications Director on the production of all fundraising, stewardship and event materials
- Help set outreach goals for special event(s) and guide overall strategy for the annual gala to ensure a successful event
- Build and maintain relationships with DPS staff members to effectively communicate the work of the district and program activities
- Be a positive representative and advocate for DPS Foundation

#### *Administration*

- Collaborate with Controller on a regular basis (monthly) to ensure information, such as but not limited to, fundraising and development budgets, gift and pledge information, development contracts, requirements for donor language and special promotions is timely communicated and discussed/reviewed
- Help to maintain donor and grant files including contact reports, all internal and external correspondence and donor recognition



- Enter donor and prospect information and track moves management through the use of Raiser's Edge, helping to maintain overall data integrity
- Annually prepare development budget expenses and revenues
- Ensure proper management of time and expenses including monitoring budget to actual
- Manage relationship(s) with development vendors as needed
- Assist with specific projects as needed and as assigned
- Attend all required meetings and special events as needed (due to the nature of the work, certain evenings or weekend days will be required)

### **QUALIFICATIONS AND SKILLS**

For this strategic member of the DPS Foundation team we seek a talented, experienced professional. Specifically, qualified candidates should have:

- Progressive development experience with proven track record in major donor cultivation, annual fund, corporate sponsorships, foundation grants and leading board members in fundraising efforts
- Strong management and leadership skills
- Bachelor's degree with a minimum of five to seven years of senior level fundraising experience
- Proven track record demonstrating the ability to raise funds in support of a diverse and dynamic set of initiatives in a team-oriented environment
- Excellent verbal and written communication skills and the ability to develop and maintain interpersonal relationships
- Knowledge of the Denver philanthropic community
- Advanced knowledge of various fundraising techniques including major gift solicitation, annual giving programs, direct mail programs, grant writing, corporate solicitations and special events
- Solid ability to organize and manage multiple projects/tasks simultaneously; must have the ability to work independently and collaboratively and adapt to changing priorities
- Strong ability to manage activities of board of directors
- Professional demeanor with strong ethical standards
- Highly proficient with software programs including donor tracking software (Raiser's Edge preferred) and Microsoft Office
- A passion for public education and improving student achievement

### **COMPENSATION AND BENEFITS**

Salary is commensurate with experience and qualifications. A generous benefits package includes paid holidays, paid time off, health, dental and vision insurance, life insurance, short- and long-term disability insurance and matching contribution to a 401(k) retirement plan.

### **RESPONSE**

Please send cover letter and resume to [dpsfjobs@dpsk12.org](mailto:dpsfjobs@dpsk12.org). To ensure your submission is considered, please include VP of Development in the subject line. No telephone inquiries, please. Position is open until filled.

DPS Foundation is an Equal Opportunity Employer.