



The Denver Foundation

JOB TITLE: Special Funds Officer

REPORTS TO: Senior Director of Special Funds & Scholarships

FLSA STATUS: Exempt

POSITION SUMMARY:

This is a frontline fundraising and community engagement position, responsible for managing a portfolio of current and prospective donors and grantees. The Special Funds Officer will work with donors and nonprofits to achieve the foundation's annual revenue goals, execute annual grantmaking goals, and integrate the two for optimum community impact.

RESPONSIBILITIES & ESSENTIAL FUNCTIONS:

Fundraising and Donor Services:

- Steward a portfolio of mid-tier and top-tier fundholders to provide excellent customer service and hands-on, personalized support in their philanthropy, driving the foundation's revenue, endowment, and co-investment goals
- Manage a select number of the foundation's affinity groups and giving circles for high-touch engaged and collective giving
- Identify and cultivate new donors and gifts of all types to the foundation, elevating the foundation's value proposition for engaged philanthropy through personalized services, impactful products, and donor/grantee connections
- Promote giving to and through The Denver Foundation via personal consulting with donors about the importance of permanent and flexible funds with a racial equity focus that is collaborative and provides community-based solutions
- Lead donor support services to include but not limited to donor research and fund reviews
- Work with the Senior Director of Policy, Partnerships, and Learning to identify special fund opportunities in their purview
- Seek opportunities for special fund opportunities from corporate, government, philanthropic, and community partners

Special Fund Grantmaking and Nonprofit Relationship Management:

- Coordinate funding cycles and process management for designated high-touch special funds. This includes, but is not limited to, responding to grant cycle inquiries, proposal review, follow-up discernment, providing funding recommendations, coordination of approval and declination, and committee management
- Conduct due diligence on applicants, including review and analysis of grant proposal and, if appropriate, site visit. Develop and produce written summaries and recommendations

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- Nonprofit/grantee relationship management. This includes but is not limited to maintaining relationships with grantees, assessing annual progress, and making recommendations, when needed, on course correction
- Participate with colleagues to refine protocols for grant review, including developing, documenting, and maintaining internal systems for grants portfolio under purview
- Recruit, retain, and manage a group of volunteers that sit on grantmaking panels
- Engage with various constituents as well as Directors of Policy and Engaged Learning to accomplish policy, community engagement, and evaluation strategies

Departmental Collaboration and Engagement:

- Contribute to building and sustaining a positive departmental culture that supports commitment to team goals and core values and that fosters the development of individual leadership, accountability, and continuous improvement
- Work in collaboration with other Impact Group colleagues and Communications staff to tell stories of impact for the community, and for donor-specific reporting
- Participate with Impact Group colleagues to identify opportunities for co-investment and donor/nonprofit collaboration
- Work with Impact Group colleagues and Communication staff to produce events, convenings, and other opportunities for donor engagement and donor/grantee connection
- Leverage grantmaking expertise and work with other Impact Group colleagues to provide content for donor research requests

*Donor and grantee portfolio distribution will vary to align with the skills of the relationship management team

REQUIRED QUALIFICATIONS:

- At least three years of experience in fundraising and/or donor service
- Knowledge and understanding of the local nonprofit sector
- Experience with nonprofit management, evaluation, and efficacy
- Experience building relationships with people from diverse backgrounds and cultures
- Strong customer service orientation and excellent interpersonal and relational skills
- Excellent verbal and written communication skills
- Excellent problem-solving, organizational, and time-management skills
- High level of confidentiality and professionalism
- Strong attention to detail and customer service orientation
- An unwavering commitment to racial equity
- Belief in the model of community foundations
- Commitment to the philosophy of the Impact Group, bringing together all philanthropy at the Foundation

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- Experience with grantmaking and grant administration

PREFERRED QUALIFICATIONS:

- Knowledge of Foundant and or other CRM software for moves management purposes

WORK ENVIRONMENT: The position is based in an office environment with a mix of private offices and cubicles. Travel throughout the metro Denver region is a frequent requirement of the job. The position will occasionally be asked to staff weekend and evening events.

PHYSICAL DEMANDS:

- Daily communication via phone
- Frequent extended hours in front of a computer screen with or without accommodations
- Occasional carrying of objects up to 20 pounds
- Regular group and public speaking
- Occasional activities occurring outdoors

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

- Must be authorized to work in the United States.

OTHER DUTIES: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time.

COMPENSATION: This is a full-time exempt position. The Denver Foundation offers a competitive benefits package including paid time off, retirement contribution, tuition assistance, and medical, life, and disability insurances. The starting salary for this position ranges from \$55,000 to \$63,000, depending upon experience.

THE DENVER FOUNDATION'S ANTI-DISCRIMINATION POLICY: The Denver Foundation shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services.

The Denver Foundation practices and champions inclusiveness in our community. We honor the diverse strengths, needs, voices, and backgrounds of all members of our community. Candidates from traditionally marginalized communities are especially encouraged to apply.

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JOB DESCRIPTION STATEMENT:

I have read and understand and accept the job description including the qualifications and the requirements of the described position. I certify that I can and will perform the duties and all responsibilities required for this position.

Printed Name:

Date:

Signature:

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