



The Denver Foundation

JOB TITLE: Senior Director of Engaged Philanthropy

REPORT TO: Chief Impact Officer

FLSA STATUS: Exempt

POSITION SUMMARY:

This position is focused on both fundraising and community engagement. The Senior Director of Engaged Philanthropy will supervise a team of relationship managers, who are responsible for annual revenue development, ongoing fundholder relationships and the Community Grants Program. The Senior Director will manage a portfolio of tier-one donors and grantees, and lead relationship managers to implement new strategic directives for personalized, high touch donor and fundholder engagement. The Senior Director will also lead grantmaking activities for community impact from the Fund for Denver to further the Foundation's strategic framework.

RESPONSIBILITIES & ESSENTIAL FUNCTIONS

Department leadership & management:

- Provide oversight and supervision to the Engaged Philanthropy team to deliver on impact goals for annual revenue and grantmaking, including annual revenue of \$75MM+, community grantmaking and the integration and leveraging of aligned giving between DAFs and the Foundation
- Contribute to building and sustaining a positive departmental and Foundation-wide culture that supports a commitment to team goals and core values, and that fosters the development of individual leadership, accountability, and continuous improvement
- Ensure that racial equity values are integrated into fundraising and grantmaking through support for donors and fundholders; equity-centered grantmaking; and fostering a culture of inclusiveness
- Serve as part of department leadership team with Chief Impact Officer, Senior Director of Policy, Partnership and Learning and Senior Director of Philanthropic Investments and work closely to ensure integration of teams
- Serve as the central point of contact with the Communications Department for the team
- Ensure team meets high expectations around customer service and responsiveness to stakeholders

Donor services and revenue development:

- Steward a portfolio of donor-advised fund holders and prospects to provide excellent customer service and hands-on personalized support in their philanthropy, driving the Foundation's revenue, endowment, and co-investment goals
- 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

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- Identify, implement, and evaluate opportunities for greater donor engagement and donor/grantee integration
- Identify opportunities for co-investment and develop programs and processes for bringing donors and grantees together
- Collaborate with the Director of Engaged Learning and with Communications staff to elevate stories of impact for the community and for donor-facing communication pieces and processes
- With Senior Director of Philanthropic Investments and Major Gifts Officer, develop an annual fundraising strategy

Community Grantmaking and nonprofit relationship management:

- Lead effective grantmaking for Community Grants Program and aligned field of interest funds
- Oversee coordination of funding cycles and process management. This includes but is not limited to overseeing all logistics of grant cycles, proposal review, managing in-person committee deliberations and decision-making providing funding recommendations, preparing recommendation materials for the board and coordination of approval and declinations
- Participate with Impact Group colleagues on refining protocols for grant review, including developing, documenting, and maintaining internal systems for grants portfolio under purview
- Grantee relationship management.

REQUIRED QUALIFICATIONS:

- At least seven years of director-level work experience in fundraising and/or donor service, including major gifts
- At least five years of experience supervising/managing high performing teams
- Experience with leadership and/or participation in grantmaking efforts to nonprofit organizations
- Experience with committee facilitation and management
- A learning orientation that's focused on building a continuous improvement and learning culture through assessment of outcomes and promoting organizational change
- Strong interpersonal and relational skills
- Excellent verbal and written communication skills
- Excellent problem-solving, organizational, and time management skills
- High level of confidentiality and professionalism
- Clear customer service orientation towards all external and internal stakeholders
- An unwavering commitment to racial equity
- Belief in the model of community foundations

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- Commitment to the philosophy of the Impact Group, bringing together all philanthropy at the Foundation
- Ability to build relationships with people of diverse backgrounds, perspectives, and cultures

PREFERRED QUALIFICATIONS:

- Experience in planned giving and with complex gifts
- Experience working on targeted fundraising campaigns, such as endowment campaigns
- Experience working in communities of color in philanthropy or nonprofit development
- Experience in grantmaking and nonprofit evaluation and support
- Knowledge of C-Suite 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.

PHYSICAL DEMANDS:

- Daily communication via phone
- Frequent extended hours in front of a computer screen with or without accommodations
- 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 \$115,000 to \$130,000, 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.

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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.

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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