



The Denver Foundation

JOB TITLE: Engaged Philanthropy Officer

Reports to: Senior Director of Engaged Philanthropy

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 and administering the Foundation's Community Grants Program. The Engaged Philanthropy Officer will work with donors and nonprofits to achieve the Foundation's annual fundraising goals, execute annual grantmaking goals, and integrate the two for optimum community impact.

RESPONSIBILITIES & ESSENTIAL FUNCTIONS

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

Fundraising and Donor Services:

- Steward a portfolio of fundholders to provide excellent customer service and hands-on, personalized support in their philanthropy to drive the foundation's fundraising, endowment, and co-investment goals. The portfolio may include donor-advised fundholders, nonprofit endowment funds, field of interest funds, and other types of donor funds.
- 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 and contribute to donor communications on the importance of permanent and flexible funds with a racial equity focus that is collaborative and provides community-based solutions
- Engage in donor support services to include but not limited to:

THE DENVER FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER



The Denver Foundation

- donor research
- fund reviews

Grantmaking and Nonprofit Relationship Management:

- Participate in funding cycles and lead administrative support for the process management of the foundation's Community Grant Program. This may include but is not limited to responding to grant cycle inquiries, proposal review, provide funding recommendations, and coordination of approval and declinations
- Nonprofit/grantee relationship management. This may include but is not limited to maintaining relationships with grantees and assessing annual progress
- Conduct due diligence on applicants, including reviewing and analyzing grant proposals.
- Participate with Impact Group colleagues to refine protocols for grant review, including developing, documenting, and maintaining internal systems for the grants portfolio under purview.

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

REQUIRED QUALIFICATIONS:

- At least five years of experience in fundraising and/or donor service
- Knowledge and understanding of the local nonprofit sector
- Has a learning orientation that's focused on building a continuous improvement and learning culture through assessment of outcomes and promoting organizational change
- 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
- 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
- Ability to build relationships with people of diverse backgrounds, perspectives, and cultures

PREFERRED QUALIFICATIONS:

- Experience in major gifts, donor-advised funds, planned gifts and/or complex assets
- Experience with grantmaking and grant administration
- Knowledge of Blackbaud and or other CRM software for move management purposes

THE DENVER FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER



The Denver Foundation

WORK ENVIRONMENT: The position is based in a hybrid office environment, which includes private offices and cubicles.

PHYSICAL DEMANDS:

- Daily communication via phone and email
- 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 that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities 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 contributions, tuition assistance, and medical, life, and disability insurance. The starting salary for this position ranges from \$59,500 to \$66,400, 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.

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.

THE DENVER FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER



The Denver Foundation

Printed Name:

Date:

Signature: