



The Denver Foundation

JOB TITLE: Policy and Government Affairs Specialist

REPORTS TO: Director of Policy and Government Affairs

FLSA STATUS: Exempt

POSITION SUMMARY: The Policy and Government Affairs Specialist will support the Director of Policy and Government Affairs in executing the foundation's policy framework, government relations strategy, and civic fabric grantmaking and fundraising activities.

RESPONSIBILITIES & ESSENTIAL FUNCTIONS:

- Support execution of legislative activities related to policy positions taken by the foundation.
- Draft policy overview materials and presentations for internal and external stakeholders.
- Coordinate meetings between the Director and policy stakeholders.
- Contribute to drafting testimony, letters of support, and other materials associated with policy and advocacy activities.
- Contribute to relationship building and management of the foundation and policy and government stakeholders.
- Manage engagement of the foundation's policy committee
- Develop presentations and materials for internal meetings, policy committee and board meetings, and policy events.
- Research and synthesize information on policy issues and trends.
- Represent the foundation at coalition meetings and policy tables, as needed.
- Support the director's grantmaking and fundraising efforts.
- Assist the Director with any special projects identified.

REQUIRED QUALIFICATIONS:

- A minimum of two years of experience in advocacy campaigns, policy research, or working in state or local legislative bodies.
- Experience with community and grassroots engagement.
- Strong organizational and problem-solving skills.
- Experience in PowerPoint, Excel, calendar management, and grammatical editing.
- Analytical and problem-solving abilities with an attention to detail.
- Flexibility to work on multiple projects at once.

PREFERRED QUALIFICATIONS:

- Experience and relationships with elected officials and policy stakeholders.
- Experience with legislative tracking and research platforms, social media platforms, and event planning.

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- Experience in the nonprofit or public sector.
- Knowledge of Microsoft Suite, including SharePoint and OneDrive.
- Experience working within cross-functional teams in a complex organization.

WORK ENVIRONMENT: The position is based in an office environment with a mix of private offices and cubicles. Although the duties will mostly occur within the foundation's regular business hours, the Policy and Government Affairs Specialist should expect to be reachable by the Director outside those hours, within reason.

PHYSICAL DEMANDS:

- Daily communication via phone, email, and messaging platforms
- Frequent hours in front of a computer screen with or without accommodations
- Early morning and evening working hours
- Occasional group and public speaking

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 the 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, non-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 \$51,000 to \$60,500, depending on 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:

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

Printed Name:

Date:

Signature: