



The Denver Foundation

JOB TITLE: Director of Engaged Learning

REPORTS TO: Chief of Staff

FLSA STATUS: Exempt

POSITION SUMMARY:

The Director of Engaged Learning leads learning and evaluation strategies across The Denver Foundation, using the foundation's Learning Framework. The role is central to assessing progress, measuring impact, and translating data into actionable insights that inform organizational strategy and continuous improvement. Embedded within the Executive Department, the Director works across departments and with external partners to ensure learning is equity-centered, inclusive, and strategically aligned. The position requires strong facilitation skills, data fluency, and the ability to synthesize feedback into meaningful recommendations that guide decision-making at all levels of the organization.

RESPONSIBILITIES & ESSENTIAL FUNCTIONS

- Execute the foundation's Learning Framework
- Develop and administer surveys, conduct focus groups, facilitate feedback discussions, and engage in other strategies to garner stakeholder feedback
- Review and aggregate data from grantee and donor reports. Write and present aggregated reports to share the effectiveness and impact of grants and donor stewardship.
- Support the foundation's state and federal grant applications with expertise in evaluation and learning elements of submitted proposals
- Lead external partnerships with evaluation consultants on third-party evaluations
- In collaboration with the Executive Team, lead strategic planning and organizational performance management efforts across the foundation, including facilitating the development of the annual workplan and executive dashboard, refining programmatic goals with constituents, and overseeing the creation of an analysis of organizational Key Performance Indicators (KPIs). Lead development, tracking, and analysis of organizational Key Performance Indicators (KPIs) to assess progress toward strategic goals,
 - Project manage Board Dashboard process, including timelines, data pulls, data analysis, and talking points with cross-departmental group
- Collaborate cross-departmentally to support designing and facilitating engaged learning experiences that shape organization-wide learning initiatives. This includes contributing to board and staff surveys, new projects, and strategic initiatives that inform decision-making and continuous improvement, collecting staff demographics, collecting engagement feedback, and synthesizing information from internal assessments.
- Support the foundation's role in measuring the impact of policy change at the local and state levels, focusing on insights that inform strategic direction and external engagement.
- Support investment-related learning and evaluation for the Sustainable and Responsible Investment (SRI) Pool

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- Provide leadership and expertise around how to center equity in the process and outcomes of learning and evaluation practices.
- Contribute stories and editorial content about evaluation activities and outcomes for use in the foundation's publications
- Forge relationships with the foundation's staff and external stakeholders
- Facilitate high-level discussions and ask thought-provoking questions to the Executive Team around goals, strategies, and progress

REQUIRED QUALIFICATIONS:

- Minimum of five years of experience in impact-driven organizations (i.e., philanthropy, community foundations, government, community-based organizations, consultancies)
- Demonstrated experience in crafting evaluations and learning that informs organizational strategy
- Familiarity with aligning evaluation and learning with principles of equity
- Demonstrated experience with qualitative and quantitative research methods, data visualization, and facilitation techniques
- Excellent judgment and decision-making while balancing competing priorities
- Excellent interpersonal, facilitation, and communication skills
- Excellent writing skills, including correspondence, reporting, and editing
- Ability to build relationships with people of diverse backgrounds, perspectives, and cultures

PREFERRED QUALIFICATIONS:

- Knowledge of Metro Denver, including community-specific issues and needs, and the nonprofit landscape
- Experience working directly with donors, grantees, residents and/or constituents.
- Familiarity with complex social issues and system-level change
- Experience presenting to and facilitating conversations with executive teams and boards
- Ability to represent, aggregate, and analyze feedback from external audiences and guide organizational strategy.
- Comfort with navigating competing priorities and offering recommendations that reflect the foundation's broader goals
- Thought leadership in data-informed decision-making and organizational learning
- Ability to creatively adapt to evolving strategic frameworks and organizational needs
- Experience with key performance indicators (KPIs) and performance measurement systems
- Professional experience in philanthropic organizations or mission-driven companies

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 accommodation
- Regular group and public speaking

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- 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 \$93,600 to \$105,300, depending on experience.

THE DENVER FOUNDATION'S ANTI-DISCRIMINATION POLICY: The Denver Foundation shall not discriminate based on race, color, religion (creed), 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 ACCEPTANCE STATEMENT:

I have read and understood and accepted the job description, including the qualifications and 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:

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