



Position Title: Planned Giving and Endowment Consultant

Location: Denver, Colorado

Employment Type: Part-Time (20-25 hours per week), 1-year term, with potential for renewal

Anticipated Start Date: January 2024

WHO ARE WE?

Denver Public Schools Foundation believes our city is strengthened by every student who graduates ready to lead a successful life. As the strategic fundraising partner to DPS, we work alongside district leaders and educators to advocate for the highest impact investments and galvanize the philanthropic and community support necessary to ensure *Every Child Succeeds*. We strive to live by our [Core Values](#) and see them as a commitment to ourselves, to DPS, and to the students and families we have promised to serve. For additional information about our organization, please visit www.dpsfoundation.org.

WHO ARE WE LOOKING FOR?

The Denver Public Schools Foundation is seeking a motivated and experienced Planned Giving and Endowment Consultant to lead the development and implementation of a comprehensive planned giving program and expand our existing endowment.

WHAT WOULD YOU BE DOING?

The consultant will be responsible for strategizing, creating, and actively fundraising to enhance our financial resources by cultivating strong relationships with donors, Denver Public School alumni, retired educators, former board of directors' members, and other potential benefactors. Role will be working closely with President & CEO and Vice President of Development & Impact.

WHY WOULD YOU CHOOSE US?

This position is an opportunity to join an exceptional team to help us build long-lasting support for public education for generations to come, while working at one of the most respected nonprofit organizations in Denver. You will join a team of experienced professionals raising \$7 million annually in support of Denver Public Schools.



We have a flexible, supportive work environment and strive to put our [Core Values](#) at the forefront of what we do. We value each team member and are excited to hear different perspectives and ideas. For this part-time consultant role, we will offer \$35/hr, with a goal of a minimum of 20 hours a week.

COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND BELONGING

In alignment with our [Core Values](#), DPS Foundation is committed to fostering, cultivating, and preserving a culture of diversity, equity, inclusion, and belonging. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent our team members invest in their work represents a significant part of not only our culture, but our reputation and organization's achievement as well. We embrace and encourage differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make individuals unique. DPS Foundation encourages all qualified candidates to apply. All employment is decided on the basis of job related factors such as qualifications, merit, and business need.

KEY RESPONSIBILITIES, QUALIFICATIONS AND COMPENSATION

Strategic Planning: Develop a comprehensive planned giving program strategy, including setting goals, identifying target donors, and creating a timeline for implementation.

Program Creation: Design and implement a planned giving program that includes various options such as bequests, trusts, annuities, and more, tailored to meet donor needs and preferences.

Fundraising: Actively engage in fundraising efforts to build and enhance the endowment by soliciting and securing planned gifts and endowment contributions. Work collaboratively with President & CEO, VP of Development & Impact, Development Officer and all Development team members on relationships.



Donor Relations: Cultivate and maintain relationships with donors, alumni, retired educators, and former board members, providing personalized stewardship and cultivating long-term engagement.

Compliance and Reporting: Ensure that all planned giving activities are following legal requirements, and maintain accurate records of all donor interactions and contributions.

Marketing and Communication: Collaborate with the Marketing team to develop materials and communication strategies to promote the planned giving program and endowment opportunities.

Education and Training: Provide information and education to potential donors on planned giving options and the benefits of contributing to the endowment.

Qualifications:

- Bachelor's degree in a relevant field, such as non-profit management, fundraising, or a related discipline.
- Minimum of 8 years of experience in planned giving, endowment management, or fundraising.
- Strong interpersonal and relationship-building skills.
- Knowledge of planned giving vehicles, tax laws, and regulations.
- Excellent written and verbal communication skills.
- Self-motivated and able to work independently.
- Experience in the education sector is a plus.

Salary Range:

The compensation for this position is competitive and commensurate with experience, and is \$35/hr, with a guaranteed 20 hours a week. We are open to a monthly stipend or hourly billing.

Application Process:

Interested candidates should submit their resume, a cover letter detailing their relevant experience and qualifications, and contact information for at least two professional references to jobs@dpsfoundation.org



DENVER PUBLIC SCHOOLS
FOUNDATION

The Denver Public Schools Foundation is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Applications will be accepted until filled.