



## **POSITION**

Grantmaking & Program Manager – Bilingual English/Spanish (full-time, exempt)

## **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](http://www.dpsfoundation.org).

## **KEY RESPONSIBILITIES**

### **Grantmaking Operations Management & Execution**

- Manage the full life cycle of DPS Foundation grantmaking programs, including applications, review groups, review cycles, awards, and reporting. Specifically:
  - Manage *A to Z Fund*, which includes outreach, applications, community reviews, awards, working with the DPS Foundation finance team as well as the DPS finance team, and follow-up reporting
  - Manage *Educators Take Flight*, which includes outreach, applications, awards, voucher pulls, follow-up reporting, and working with the DPS Foundation's official airline, United
  - Manage Student Grants, which includes outreach, applications, awards, running a monthly student advisory meeting, follow-up reporting, and working with the DPS Foundation finance team
  - Manage *My Spark*, which includes outreach, applications and working with DPS for approvals, running quarterly advisory meetings and program provider meetings, assisting families with navigating the application and spend processes, monthly reporting to funders, and working with the DPS Foundation finance team
  - Other grant programs as they evolve or are created
- Serve as primary administrator of Foundant and related grant systems
- Ensure accuracy, compliance, and timeliness of grant disbursements in partnership with Finance team
- Work closely with the Impact Engagement Director and the Development team to coordinate corporate volunteer opportunities including, but not limited to, service days and supply drives to benefit individual schools, as part of the DPS Foundation *School Partnership Program (SPP)*
- Compile grant reports and prepare summaries for the Impact Engagement Director

### **School, Educator & Family Support**

- Serve as first point of contact for schools, educators, students, and families for DPS Foundation
- Provide technical assistance for applications and reporting
- Support schools in navigating DPS and DPS Foundation financial systems
- Manage application resources, FAQs, examples, and tips to ensure equitable access
- Coordinate interpretation services and accessibility supports
- In partnership with Events team, coordinate *School Partners Program* volunteer efforts at school sites for corporate and organization groups



### **Outreach, Events & Story Collection**

- Plan and execute outreach events, school visits, and award activities
- Coordinate and attend grantmaking and programmatic award activities
- Manage school visit logistics and calendars
- Collect stories, testimonials, photos, and videos from the field
- Partner with Communications team to share authentic narratives
- Help provide updates and presentations for DPS Foundation staff and board of directors

### **Data Collection & Insight**

- Ensure timely and accurate collection of grant and program data
- Monitor participation trends and flag equity or access issues
- Surface insights, challenges, and opportunities from schools to the Director of Impact & Engagement

### **Technical Expertise and Proficiencies:**

- Grant Management Software: Experience with tools like Foundant to manage applications, award letters, and follow-up reporting
- Data Management and Reporting: Familiarity with data collection, analysis, and reporting platforms to support metrics, assess impact, and inform decision-making
- Project Management experience

### **WHY WOULD YOU CHOOSE US?**

This position is an opportunity to join an exceptional team to grow or hone your skills, 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 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. We offer a competitive salary range of \$80,000-\$85,000 commensurate with experience and qualifications. We offer a generous benefits package including unlimited paid time off (PTO), paid holidays, 100% paid health, dental, vision, life, and short-term disability insurances, parking, and a fully-vested matching contribution to a 401(k) retirement plan after meeting eligibility requirements.

### **WHO ARE WE LOOKING FOR?**

- Bilingual English/Spanish
- Must have experience managing grants and/or programs
- A curious, intuitive, and persistent mindset who takes initiative and has incredible follow-through
- Ability to prioritize effectively and ability to organize and manage multiple tasks and projects simultaneously from conception to execution
- Relationship building experience; enjoys connecting authentically with stakeholders and wants to nurture those relationships long-term
- Experience using Microsoft Office Suite and Google platform to accomplish daily tasks, projects, and meetings as well as ability to operate typical office equipment



- A high level of professionalism, integrity/ethics, and confidentiality
- Passion for breaking patterns of historic inequalities in education by creating opportunities through philanthropy for our most vulnerable students
- Occasional weekend and evening hours during events, as needed. This role will be required to be in-person for meetings, school visits, and tabling/outreach events.

### **HOW TO APPLY TO JOIN THE TEAM**

Please send a resume and cover letter telling us about you, why this job would be a good fit for you, and specifically any experience you have in community/school outreach to [jobs@dpsfoundation.org](mailto:jobs@dpsfoundation.org). To ensure your submission is considered, please include Grantmaking & Program Manager in the subject line. No telephone inquiries, please. Position will be open until filled. DPS Foundation encourages all qualified candidates to apply.

At the Denver Public Schools Foundation, we recognize that systemic barriers often deter qualified candidates, particularly women and BIPOC individuals, from applying if they don't meet every listed qualification. We want to assure all potential applicants that we value diverse perspectives and experiences, and we actively encourage candidates from underrepresented backgrounds to apply. Your unique skills, perspectives, and lived experiences are assets that enrich our organization and contribute to our mission of equity in education. Don't hesitate to apply, even if you don't meet every requirement listed. Your application will be considered with care and attention to the value you bring to our team.

### **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.