JOB TITLE: EXECUTIVE DIRECTOR

REPORTS TO: DIRECTOR OF ECONOMIC OPPORTUNITY AT THE DENVER FOUNDATION

POSITION SUMMARY:
SVP Denver seeks an innovative, entrepreneurial change-maker to lead SVP in achieving its vision to usher in a new era of engaged giving in the Denver Metro Region. Social Venture Partners is a membership organization that aims to improve our community through capacity building, social impact investments & education. The Executive Director will have a primary focus on recruitment of individuals, businesses, and foundations as members. This individual will have the opportunity to connect with business & non-profit leaders with a passion for philanthropy. The Executive Director reports directly to the SVP Denver Board.

ABOUT SOCIAL VENTURE PARTNERS DENVER
SVP Denver, a program of The Denver Foundation, cultivates effective philanthropists, strengthens nonprofit organizations, and invests in collaborative solutions to tackle our community’s challenges. SVP Denver is one of 40 SVP affiliates worldwide and is comprised of 70+ members who pay dues (that are tax-deductible). SVP members invest their time, talent, and financial resources in a portfolio of nonprofits. They do so by forming pro-bono consulting teams to work shoulder-to-shoulder with each nonprofit in areas such as governance, strategy, marketing, fund development, operations, evaluation and reporting on impact. SVP also has a Social Impact Investor Group (SIIG) that invests in nonprofits and social enterprises.

Our guiding principles are:
- Engaged philanthropy: investing time, expertise, and money in nonprofit organizations to improve our community.
- Fostering a learning environment: to create more informed and effective philanthropists.
- Driving demonstrable change in the community: to generate sustainable, positive outcomes.
- Building friendships and growing networks: who promote equity, support each other and enjoy spending time together.

ABOUT THE DENVER FOUNDATION
The mission of The Denver Foundation is to inspire people and mobilize resources to strengthen our community. As Colorado’s oldest and largest community foundation, we’ve been taking care of the future since 1925. We help generous people create charitable legacies and give back to the community through Community Grants, The Denver Foundation supports community groups and nonprofit organizations in the seven-county Metro Denver area with an ongoing commitment to reducing disparities and promoting equity for the most vulnerable members of our community. The Denver Foundation is a 501(c)3 nonprofit organization.
RESPONSIBILITIES AND ESSENTIAL FUNCTIONS
The E.D. is the strategic leader for SVP Denver. In partnership with the board of directors, the E.D. establishes goals and is accountable for developing the strategies and plan to achieve these goals. The goals include building strategic relationships in the community, recruiting members, and achieving financial growth objectives. The E.D. holds primary accountability for recruitment of individuals, businesses and foundations as members, as well as cultivating new streams of financial support for SVP. In partnership with SVP’s Program Director, they oversee the management of program operations, member engagement, nonprofit engagements, and impact evaluation.

The E.D. works closely with the Program and Philanthropic Services department staff of The Denver Foundation to meet 501c3 fiduciary requirements and achieve shared goals. The position is accountable to the SVP Denver Board and reports to the Director of Economic Opportunity at The Denver Foundation.

RESPONSIBILITIES:
1) Strategic Leadership
   • Works with board to govern and guide SVP in achieving its mission
   • Supports the board to develop and maintain a strong strategic and operating plan
   • In partnership with board leadership, ensures that the board has access to information and resources necessary for the board to govern the organization effectively
   • Attends all board meetings and working committee meetings, as appropriate
   • Manages program and support staff
   • Facilitates alignment and coordination between SVP and The Denver Foundation

2) Partner Recruitment and Retention, Revenue Growth, Community Relationship Development:
   • Responsible for recruitment and satisfaction of individuals, businesses, foundations, and professional association members. This is achieved in collaboration with the board, staff and SVP members.
   • Responsible for broadening and diversifying revenue streams into SVP.
   • Responsible for cultivating strategic relationships with individuals and institutions in the community to leverage and amplify SVP’s investments.

3) Business Operations:
   • Manages all SVP business operations and supervises Program Director and Office Coordinator
   • Ensures that SVP finances and other business functions are well managed, and goals are achieved. Develops monthly reports to share with the SVP board and other stakeholders.
   • Works closely with Denver Foundation staff to promote shared values, co-invest in shared philanthropic objectives, and optimize efficiencies in shared organizational practices.

4) Program Delivery and Impact:
   • Supervises Program Director to ensure that:
     • all SVP members are optimally engaged,
     • educational and social activities meet or exceed program and partner goals
     • investee engagements are executed effectively, per SVP process
     • impact investment opportunities are identified and pursued
     • opportunities to collaborate with other organizations are pursued and promoted

5) Inclusion & Equity:
   • Guides and supports SVP in continually becoming a more inclusive and equitable organization

6) Marketing and Communications:
   • Manages all marketing and communications for SVP, including community news and public information platforms, SVP’s newsletter, website and social media
• Develops and implements media relations strategy
• Actively pursues public speaking and strategic networking opportunities to represent SVP in the community

REQUIRED QUALIFICATIONS:
• A minimum of 5 years of progressively responsible leadership experience in the nonprofit, business, or social enterprise arenas
• Strong track record in membership recruitment and revenue growth
• Excellent relationship management skills
• Financial acumen, including the ability to develop a budget, review financials, track budgetary variances, and keep the board abreast of the organization’s financial position
• Excellent verbal and written communication skills
• Proficient with Google’s G-Suite, Microsoft Office Suite, CRM tools and shared work platforms
• Self-motivated, extroverted, excellent ability to manage multiple priorities and constituents, flexible and adaptable

PREFERRED QUALIFICATIONS:
• Bachelor’s degree or higher in related area
• Knowledge and experience with Salesforce
• Fundraising experience
• Organizational development and change management experience

WORK ENVIRONMENT:
The SVP office is currently based in Cherry Creek and will move to an Uptown Denver location in 2020. The position offers a flexible work environment with some opportunity for work from home. Travel throughout the metro Denver region is a frequent requirement of the job. The position will regularly engage in evening activities and occasional weekend events.

PHYSICAL DEMANDS:
• Daily communication via phone and/or web-meeting platforms
• Frequent extended hours in front of a computer screen with or without accommodations
• Occasional carrying of objects up to 20 pounds
• Regular group and public speaking
• Occasional activities occurring outdoors

ADDITIONAL ELIGIBILITY QUALIFICATIONS:
• Must be authorized to work in the United States
• Must have reliable transportation for traveling throughout the Denver-Metro area
• Must be able to provide at least three professional references

OTHER DUTIES:
Please note this job description is not designed to contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time.
COMPENSATION:
The starting base salary for this position is $70,000 - $80,000. The Denver Foundation offers a robust benefits package including generous paid time off, retirement plan, medical, life, and disability insurances.

APPLICATION PROCESS:
Interested applicants should send (1) cover letter, (2) résumé, and (3) three work-related references in a single PDF to svpcareers@denverfoundation.org. In addition to describing your relevant experience and skills, in your cover letter please write a few paragraphs about your approach to leadership, volunteer engagement, handling conflict, and facilitating change.

Applications should be submitted by February 14, 2020. SVP will consider applications on a rolling basis.

THE DENVER FOUNDATION’S ANTI-DISCRIMINATION POLICY:
The Denver Foundation shall not discriminate based on 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.