



Relationship Director - Full Time, Temporary (1099 Contractor)

Position Summary

Social Venture Partners Denver (SVP Denver) believes strong nonprofits deliver better results when engaged donors and thought leaders leverage their dollars and skills. Our SVP Denver partner-members enable our nonprofit investees to have greater impact on those they serve. SVP Denver goes beyond traditional philanthropy, working side by side with donors and nonprofits to provide funding and subject matter expertise to further strategic missions. SVP Denver is currently a program of The Denver Foundation and a member of the SVP International (SVPI) network.

To make a deep, sustainable and positive impact on our community, SVP Denver believes in engaging and learning, leveraging and strengthening, connecting and collaborating, inclusivity and respect, as well as taking risks and growing. These values will be considered in hiring.

The SVP Denver Relationship Director is responsible for the definition, execution, management and administrative support of programs that serve nonprofits and partner-members to further our mission. The position is classified as non-exempt, temporary, full-time at 40 hours per week and is supervised by the SVP Denver Executive Director.

Knowledge of the Denver nonprofit sector is a plus.

Essential Functions

Program Development

- Working with the executive director, define a sustainable model to support our Capacity Building program needs
- Responsible for end-to-end program development including program definition, selection, execution and developing a process to manage programs using Salesforce
- Data-driven mindset; create program measurement guidelines to ensure we're meeting impact and diversity goals
- Develop a process to inventory the skills of our ~70 SVP Denver partner-member and ensure they are engaged at the level they'd like to be
- Develop a process to identify target nonprofit organizations (investees) and investee programs

Partner Engagement

- Support recruitment of new partner-members
- Meet with new partner-members and help them find a meaningful project to get involved with

- Keep an eye on partner-members, ensuring sure they are engaged in a way that is meaningful to them
- Help set boundaries for partners, ensuring they don't get stretched beyond their limit and burn out

Project/Program Management

- Act as the overall program manager, keeping an eye on all projects and clearing roadblocks when necessary
- Form teams with the skills necessary to complete projects and involve partner-members who want to be involved in a learning capacity
- Help project teams develop project scopes that are SMART (specific, measurable, attainable, relevant and time-based)
- Ensure that teams are completing their deliverables and help teams limit scope creep

Investee/Project Pipeline Development

- Meet with potential nonprofit investees and assess if they are a good fit
- Educate potential nonprofit investees on the process and what to expect out of an engagement
- Lead potential nonprofit investees to scope projects that SVP Denver can deliver on
- Ensure that there are enough projects to meet the needs of the partner-members

Program Support

- Assist with event planning and logistics
- Schedule meetings, arrange meeting locations, send calendar invites
- Communications to partners-members and nonprofit investees about upcoming events
- Regular updates to executive director, program leaders and partner-members

Operational Support

- Utilize Salesforce to add/update records
- Assist with website and social media updates
- Maintain/update knowledge repository (Google Drive and DropBox)
- Support new partner onboarding
- Other duties as assigned by the SVP Denver executive director and board of directors

Required Qualifications

- The ideal candidate will reflect the passion and commitment to excellence in the “engaged philanthropy” model that is at the heart of the SVP Denver mission
- Excellent communication skills and a high level of detail orientation required. Must be able to establish and maintain effective working relationships with ~70 partner-members and the board of directors
- Adept at learning/using software. PC literate with strong MS Office (Word, Powerpoint and Excel) skills; working knowledge of Salesforce, WordPress and Google Drive/Email and or DropBox a plus

- Ability to write routine reports and clear correspondence
- Ability to quickly learn procedures and software, and implement new processes to improve efficiency
- Confidence in working with highly-successful individuals and major donors
- Two or more years of administrative/office management experience
- Bachelor's degree strongly preferred

Additional Eligibility Requirements

- Must be authorized to work in the United States
- Valid Colorado driver's license, insurance and private vehicle
- Must be able to provide at least three professional references

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of this position. Duties, responsibilities, and activities may change at any time.

Schedule and Work Environment

The Relationship Director will work 40 hours/week. A flexible work schedule can be developed with the Executive Director and can include a combination of office and remote work and flex hours. The position will occasionally be asked to staff evening events. This is a 1099, independent contractor role with a monthly fixed salary of \$5,000/month (\$60,000/year). No benefits. The role is expected to be from July 1, 2020 to December 31, 2020 with the option to convert to full time if available and qualified.

To Apply

Send your resume, cover letter, and salary requirements to: svpinfo@denverfoundation.org

Application Deadline

Applications will be accepted immediately on an ongoing basis until the role is filled.

About SVP Denver

SVP Denver is a network of impact serving as a bridge between the for-profit and nonprofit sectors. Our dual mission is to empower people and companies to become engaged philanthropists by donating time, talent and resources at a strategic level while also building the capacity of nonprofits and for-profit social mission enterprises in the Denver metro area. SVP Denver is a program and field of interest fund of The Denver Foundation. For more information, visit www.SVPDenver.org.

About The Denver Foundation

The Denver Foundation is a community foundation that inspires people and mobilizes resources to improve life in Metro Denver. In 2018, the Foundation and its donors awarded more than \$60 million in grants. The Denver Foundation has three roles: stewarding an endowment to meet current and future needs for Metro Denver, working with community leaders to address the core challenges that face the community, and managing more than 1,000 charitable funds on behalf of individuals, families, and businesses. For more information, visit www.denverfoundation.org.

Anti-Discrimination Policy

SVP Denver and 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. 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.

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