



THE DENVER FOUNDATION

The Denver Foundation – Leadership & Equity

Address:

55 Madison St., 8th Floor
Denver, CO 80206

Access/Accommodations Available:

TDF is able to offer accommodations, and will work to make this possible.

Will intern be expected to use their car for this position?

Would be preferred, but is not required.

Mission:

The mission of The Denver Foundation is to inspire people and mobilize resources to strengthen our community. Since 1925, The Denver Foundation has helped generous people to be catalysts for good by building charitable legacies.

The Denver Foundation is a grantmaking community foundation which works to address the changing needs of the Metro Denver community now and for generations to come.

General Description of Work:

The Denver Foundation's Leadership & Equity intern will work in a small team and individually on a number of projects based in the focus area of Leadership & Equity. The intern will spend time focused primarily on storytelling (through different mediums and in different ways), and also will engage with Executive Directors of Color Institute program alumni to create a giving circle and opportunities for alumni engagement, and learn about both the Strengthening Neighborhoods program and Close to Home campaign. An intern will have opportunities to collaborate with many different staff members and will have a focus in collecting and crafting stories about the work of Leadership & Equity.

Specific Responsibilities:

- Storytelling
 - Create and post social media content with support from TDF Communications staff, including organizing photo shoots with program constituents
 - Conduct research and update Executive Directors of Color Institute database/MS Excel spreadsheet
 - Collect stories/story-banking to tease out common themes and strategies and which platforms will most effectively share stories
- Giving Circles
 - Assist with the creation and design of an Alumni Giving Circle for the Executive Directors of Color Institute
- Strengthening Neighborhoods
 - Review SN grant(s) with SN Manager
- Close to Home Campaign



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- Connect with campaign to support projects around community navigators
- Review best practices and participate in upcoming projects determined by The Denver Foundation's completed sector survey about inclusiveness and equity practices in local nonprofits

Student Qualities/Experiences Desired:

Leadership & Equity is searching for an intern who possesses the following qualities or experiences:

- Working knowledge of Microsoft Suite
- Understanding of social media, especially Facebook, and ability to learn about communications and marketing
- Strong relationship building and interpersonal skills
- Flexible and able to adapt to change
- Able to manage multiple projects at one time
- Strong communication skills
- Willingness to be vulnerable and ask questions

Typical Work Schedule:

TDF staff generally works from 8:30 am - 5:00 pm, Monday through Friday, with some weekend events potentially. The intern's hours would be flexible within that framework. We will work with the intern to develop a schedule that works best for both parties.

Work Outside of Typical Schedule:

The Denver Foundation occasionally has opportunities for an intern to be involved in meetings or activities on weekends or evenings. When this happens, an intern's supervisor will work with them well in advance in order to adjust their schedule appropriately.