



THE DENVER FOUNDATION

Job Title: Director of Operations – Mile High Connects

Reports To: Executive Director – Mile High Connects

Position Summary:

The Director of Operations (DO) will work closely with the Executive Director to develop operational strategies and processes and serve as lead on implementation of operational systems for the Mile High Connects collaborative. The DO will also interface with The Denver Foundation’s operational, financial, and administrative staff while performing administrative duties and tasks.

ABOUT MILE HIGH CONNECT: Mile High Connects (MHC) is a broad collaborative of philanthropic organizations, banks, financial institutions, non-profit developers, and grass roots community organizations committed to advancing racial, health, environmental, and economic equity by insuring that all residents of the Metro Denver region have access to affordable transit, affordable housing, and economic opportunity. We develop community driven cross-sector collaborative strategies that combines the power of community organizing, policy development, financial instruments, and direct services to ensure that all residents of Metro Denver have the opportunity for a high quality of life. Mile High Connects is a fiscally sponsored by The Denver Foundation. More information can be found at our website www.milehighconnects.org.

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:

- Work with the Executive Director and MHC staff to develop, implement, and oversee the operational systems, project management, business processes, information flow, and organizational policies for the MHC team
- Develop collaborative operational systems to support member organizations of the MHC collaborative and collaborative strategies

- Perform operational and financial administrative duties to support MHC including: AP, invoicing, contract execution, grant execution, financial and grant tracking, back office support and event logistics support
- Work with all MHC staff and member organizations to create collaborative strategies, action plans, and implement operational systems and processes
- Other Duties as Assigned

Required Qualifications:

Experience:

- Demonstrated experience and success in non-profit operations and collaborative project management
- A passion for creating organizational systems and empowering collaborative teams to excel
- Ability to proactively anticipate operational issues and create solutions
- Operational and financial administration skills including the ability to develop and monitor budgets, invoice processing, credit card reconciliation, and grant tracking
- Knowledge and experience of operational systems and web-based tools such as: Todoist, Mobilize, online HR platforms, and on-line accounting systems
- Proficient with Microsoft Office with a high level of Excel proficiency
- Strong personal initiative and accountability
- Advanced knowledge of and demonstrated commitment to principles of diversity, inclusion and equity through past professional and personal experience including a deep committed to social justice and racial equity
- Ability to collaborate and work effectively with a variety of internal and external partners, including elected officials, board members, fellow staff and community partners and key stakeholders
- High emotional awareness and relationship management skills

Preferred Qualifications:

- Alignment with the Foundation’s core values – leadership, equity, inclusiveness, and accountability
- Interest in philanthropy and the nonprofit community

Work Environment: The position is based in an office environment with a mix of private offices and cubicles. Some overnight travel may be required.

Candidates:

- Must have an acceptable reference check
- Successfully pass a criminal background check
- Must be reliable, punctual, and polite

Physical Demands:

- Daily communication via phone
- Frequent extended hours in front of a computer screen with or without accommodations
- Regular group and public speaking

Additional Eligibility Qualifications:

- Must be authorized to work in the United States
- Must be able to provide at least three professional references

Other Duties: Please note this job description is not designed to cover or 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: A \$60,000/year salary plus a competitive benefits package including paid time off, retirement contribution, tuition assistance, and 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 hr@denverfoundation.org. Applications will be accepted until 5 p.m. on Friday, October 19, 2018. Any questions should be sent via email to hr@denverfoundation.org.

The Denver Foundation's Anti-Discrimination Policy: 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.

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.