



PROSPERITY DENVER FUND

Program Support Specialist
Posted April 1, 2024

ABOUT THE COMPANY

Prosperity Denver Fund strives to accelerate the success of postsecondary education for Denver residents to create an equitable, prosperous community. Our mission is to increase the number of historically underserved students who access scholarships, complete a postsecondary degree and strengthen the local economy.

We are a public charity that distributes sales tax dollars to a growing network of 40+ nonprofits funding scholarships and support services provided to 1,800 Denver students annually. Through this public investment, Supported Organizations can expand their fundraising efforts to help more young adults from low-income households pursue an education at postsecondary institutions across Colorado.

POSITION SUMMARY

The Program Support Specialist will play a critical role helping build strong relationships with Supported Organizations, supporting various program initiatives and assisting with communication and outreach initiatives. The position also supports programs to comply with the City statute authorizing the distribution of funds while maintaining a clear focus on delivering value to the citizens of Denver.

ESSENTIAL FUNCTIONS

Program Management

- Assist with distribution of funds to qualified organizations, ensuring transparency and accountability
- Develop and execute Supported Organization recruitment strategies
- Provide general support and 1:1 trainings to Supported Organizations moving through the distribution process
- Manage program Help Desk and other support efforts during distribution cycles
- Manage eligibility application distribution and tracking through HelloSign
- Oversee data entry of Supported Organization documents into CRM system
- Provide program support as needed for any of the Fund's three funding programs
- Help the PDF Staff and Board of Directors with administrative tasks as needed
- Support the development of policies, practices, and infrastructure that advance the work of PDF

Communication and Outreach

- Work with PDF's Communications and Outreach consultant to employ marketing strategy and execute events
- Support communication functions including: managing mailchimp, creating social media content, managing social media platforms, creating social media metric presentations

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- Work with Supported Organizations to execute co-branding efforts
- Work with Community Engagement Director to develop partner outreach strategies

Duties and responsibilities of this position may be modified by the CEO at any time.

DESIRED EXPERIENCE, SKILLS AND QUALITIES

Associate's/Bachelor's degree preferred; plus, 1-3 years experience of full-time program management or office admin experience.

Customer Service: Interest or experience in creating strong relationships with stakeholders and engaging a diverse mix of community members. Experience promoting equity and building relationships across racial, socio-economic, gender, sexuality, and ability differences.

Detailed-Oriented: Strong project management skills and attention to detail. Ability to manage multiple tasks concurrently. Able to use technology tools such as Google Sheets and MS Office.

Self-Starter: Ability to learn quickly and produce results with limited direction from colleagues.

WORK ENVIRONMENT AND COMPENSATION

The Program Support Specialist will report directly to the Community Engagement Director. We offer a hybrid schedule which includes 2-3 days/week work from home and 2-3 days/week in the office. We are committed to creating a culture that promotes healthy work-life balance and provides paid time away from work to unplug and recharge.

Starting salary: \$55,000 - \$60,000 plus medical, retirement benefits and paid sick leave.

To apply email cover letter and resume to Lauren Sisneros – lsisneros@prosperitydenverfund.org.

Deadline to apply: April 30, 2024.

Prosperity Denver Fund is an equal opportunity/affirmative action employer. We are committed to a policy of equal employment opportunity for all applicants and employees and do not discriminate against any person or organization based on age, race, ethnicity, sex, color, creed, religion, disability, national origin, sexual orientation, transgender status, gender identity, gender expression, marital status, veteran status or political affiliation. All employment decisions comply with applicable Federal Employment laws prohibiting discrimination in employment. We strive to be a workplace where a diverse mix of talented people can thrive and contribute their best work to achieve our mission. Our staff are not allowed to be employees or officers of the City and County of Denver.