



PROSPERITY DENVER FUND

Program Director Job Description

Prosperity Denver Fund helps Denver students build bright futures as they graduate from high school and go on to college and careers. Our work is made possible through a portion of the city's sales tax. We're seeking a Program Director to join a creative and committed team in "funding the futures" of Denver's young people.

About the Position: The Program Director leads efforts to build strong relationships with Supported Organizations and manages the process for distributing funds through the organization's three program areas: Collegiate Scholarships and Support Services, Credentials and Apprenticeships, and High School Support Services.

Responsibilities:

Program Operations

- Lead the planning and implementation of fall and spring distribution cycles for all three funding programs including creating distribution schedules, developing and facilitating trainings, managing cycle communications, providing support to program participants, tracking participant submission status, and creating and distributing reimbursement documents.
- In collaboration with subject-matter consultants and the team, develop and strengthen program policy, practices, and infrastructure ensuring compliance with the City statute authorizing the distribution of funds.
- Create and update distribution cycle resources including program guidelines, reimbursement submission support materials, and website content.
- Recruit, onboard, and train a Peer Review Committee for the High School Support Services Program.
- Oversee recruitment and onboarding of new Supported Organizations including identifying prospective organizations, facilitating introductory meetings, processing eligibility applications, and ensuring new Supported Organizations are added to appropriate communication lists.
- Constructively participate in learning and evaluation activities to guide the evolution of programmatic work.
- Define and implement best practices to ensure programming is equitable, efficient, scalable, and maximizes impact.

Supported Organization Engagement & Capacity Building

- Manage relationships with Supported Organizations to foster collaboration and achieve significant impact.
- Develop strategies for assessing Supported Organization needs/challenges and mechanisms for allowing the organization to strategically address those needs.
- Plan, implement, and manage bi-monthly Supported Organization Learning Community meetings. Use input from meetings to inform changes and services/activities/policies.
- Respond to Supported Organization inquiries regarding program policies, practices, partnership opportunities, resources, etc.
- Create Supported Organization newsletters and outreach. Contribute/create related content in partnership with the Communications Team.

Community Outreach & Engagement

- Facilitate and participate in outreach activities and public speaking opportunities.
- Stay informed on trends, activities, and effective strategies in postsecondary education.
- Build relationships with a broad network of stakeholders who can leverage the Fund's goals and inform priorities/interests.
- Partner with communications team to create outreach and communication assets to increase awareness of programming and impact.

Internal

- Oversee and facilitate Board Subcommittee Meetings responsible for policies, programs, and funding related to the three program areas.
- Utilize the strategic plan to assess program progress and ensure strategies are current and relevant to achieve goals.
- Share ongoing program progress with the CEO directly and the Board by request.
- Share supervision of Communications and Program Support Specialist with Communications Director.
- Collaborate regularly with the entire team to advance our mission.

Qualifications:

- Bachelor's degree in business, nonprofit management, education, public administration or in a related field required, or any equivalent combination of education and/or experience. Master's degree in organization management, education, or related field preferred.
- Five years of progressive experience in nonprofit program management; experience in a philanthropic organization and/or with government grantmaking is a plus.

- Ability to produce and meet deadlines in a small office with a fast-paced and changing environment and have proven written and oral communication skills.
- The desire and ability to work with passion, diligence, and humor; usually days, but nights and weekends if needed.

Working Environment:

- This is a hybrid position working at least 2-3 days per week in an office in Central Denver.
- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse.
- Regular activities require the ability to quickly change priorities which may include and/or are subject to the resolution of conflicts.
- This position requires the ability to clearly communicate to perform essential functions.

Starting salary: \$95,000 – 105,000 plus medical, retirement benefits and Trusted Time Off (unlimited PTO).

To apply, submit cover letter and resume here:

<https://prosperitydenverfund.egnyte.com/ul/tiL7JGZelc>

Position open until filled; for best consideration submit materials by May 23, 2025.

Prosperity Denver Fund is an equal opportunity 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.