



## Director of Development and Community Engagement

### The Opportunity

Aspen Academy (Denver, CO) seeks a new Director of Development and Community Engagement and aims to fill the position by or before February 2025. As a national leader in innovative and transformative education, Aspen Academy edifies and inspires students, parents and educators to grow, learn and lead.

The School has retained Big Back Pack to execute a national search for its next Director of Development and Community Engagement.

**Aspen Academy creates a challenging and rewarding academic experience by combining exceptional teachers, small class sizes, and the highest performing educational systems. The School's personalized approach cultivates lifelong leadership skills from age 4+.**

### To Apply

Please contact **Hacker Burr** at  
**[hacker@bigbackpack.org](mailto:hacker@bigbackpack.org)**





## Director of Development and Community Engagement

### The School

Situated on the south side of the Denver Metro Area and minutes away from the Denver Tech Center to the East and the mountains to the West, Aspen Academy has experienced rapid growth since its inception nearly two decades ago.

We live and model the community's values in thought, word and deed to students, colleagues and parents and the larger community.

- **OUR VALUES:** Be Kind. Do Good. Work Hard. Make the World Better.

We are palpably committed to supportive and co-leaders in the achievement of Aspen Academy's vision and mission.

- **OUR MISSION:** We edify and inspire students and educators to grow, learn and lead.
- **OUR VISION:** We are a national leader in innovative and transformative education.

We are committed to providing an intentionally diverse and inclusive student body an outstanding liberal arts education with a focus on advanced performance within the framework of individualized education, leadership, character development, and service learning. Aspen Academy prepares students to enter, succeed in and graduate from outstanding high schools.





## Director of Development and Community Engagement

### History and Founders

Aspen Academy was founded in 2005 by three women dedicated to the idea of providing an educational opportunity where what you know is equally as important as who you are. It was important to the founders that Aspen Academy become a place where when children left at the end of the day, they couldn't wait to come back in the morning. Now with over 400 students, Aspen Academy is the fastest growing private school in the state of Colorado. The scope and complexity of the academic programs in reading, language arts, mathematics, science, social studies, technology, world languages and visual and performing arts, coupled with Aspen Academy's demonstrated commitment to character and leadership instruction have continued to evolve and expand

over the years while staying true to the school's mission and vision to edify and inspire students and educators to grow, learn and lead.

The school strives to be a national leader in innovative and transformative education. The character and accomplishments of Aspen Academy graduates provide powerful testimony to the success of the School's programs.





## Director of Development and Community Engagement

### One-of-a-Kind Program

Aspen Academy is nationally recognized as a premier school devoted to developing the durable skills needed for an extraordinarily successful life. The school has one rule: Be Kind. This rule, along with the school's values, are infused into every classroom and program. Aspen has fostered connections within its community, aligning and connecting well with Denver's rise as a center for innovation and entrepreneurship. One of the Academy's core values is to inspire and equip students with the skills to Make The World Better. Through the creation of the distinct and comprehensive PK to Eighth-grade LiFE (Leadership, Finance, Entrepreneurship) program, Aspen Academy empowers students with the tools to fulfill this commitment. From their earliest days in school, Aspen Academy students learn the mindset, skills, and actions of impactful entrepreneurs. In their final years as students, they are afforded the opportunity to design their own business as a capstone project.

### LiFE Curriculum

**Aspen Academy students are resilient leaders, curious scholars, strategic thinkers, innovative creators, and avid communicators. LiFE (Leadership, Finance and Entrepreneurship) equips Aspen Academy students with the skills, habits, attitudes and knowledge to lead themselves, others, ideas, and organizations well. The program fosters confidence, curiosity, and innovation in our lifelong learners. LiFE is the integration of Leadership, Financial Acumen, and Entrepreneurship curriculum with a robust suite of proprietary programs designed to bring the principles and lessons in the curriculum to life through "real-life" application in every classroom on a daily basis. As one of the primary differentiators of Aspen Academy, the program has several hallmarks each year, including a school-wide Entrepreneurs Expo, where Pre-Kindergarten through 8th Grade students bring grade-wide, classroom and individual businesses to life. Another is BSE (Bear's Student Enterprises) where 7th and 8th graders own and operate the school's cafe, store, and broadcast and media productions. BSE's Executive Team is the youngest C-suite in the country.**







## Director of Development and Community Engagement

### The Position

Reporting to the Head of School, this position is responsible for developing, executing, and measuring a comprehensive strategic fundraising plan to support Aspen Academy's strategic and financial goals. The role oversees all giving activities, collaborates closely with the Advancement Committee of the Board of Trustees, and leads the Development and Community Engagement Division. Responsibilities include managing a diverse portfolio of fundraising programs, including annual campaigns, capital and endowment campaigns, and donor stewardship. This position supervises the Development and Community Engagement team, a high functioning, self-directed team. Additionally, this position serves on the school's Leadership Team, contributing to the overall strategic vision, fostering a culture of philanthropy, and achieving annual and long-term fundraising goals in partnership with the Head of School and Board of Trustees.





## Director of Development and Community Engagement

### Essential Functions: School Leadership

- Serve as a member of the school's Leadership Team contributing to overall school direction and strategy.
- In partnership with the Head of School and Senior Leadership, engage in formulating and executing on the school's comprehensive strategic vision.
- Respond to needs for the greater good of Aspen Academy and our benefactors as appropriate.
- Build relationships throughout the school to aid in building a culture of community engagement and philanthropy.
- Create and manage division annual budget, with corresponding division goals and outcomes.



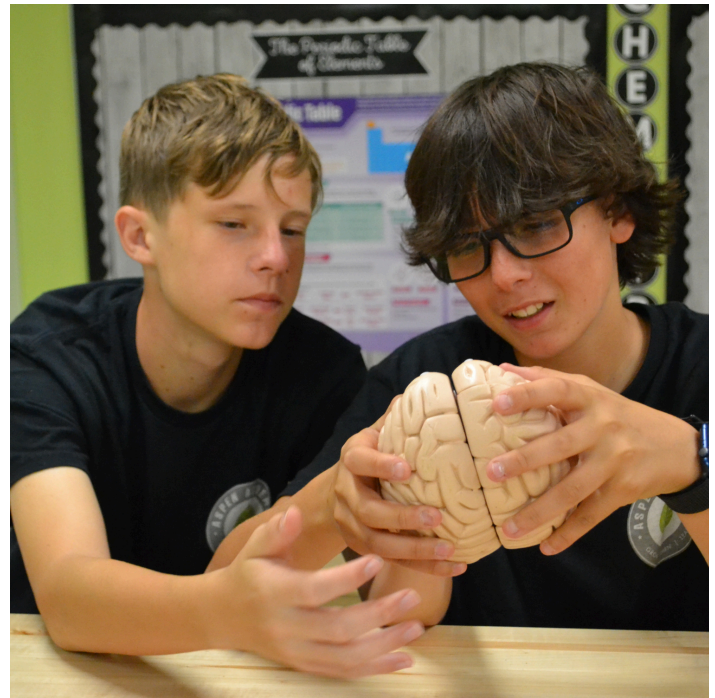




## Director of Development and Community Engagement

### Essential Functions: Division Management

- Develop, plan, manage and execute a comprehensive development strategy and program for all fundraising activities that secure financial resources from individual donors, foundations, and corporations to support Aspen Academy and the organization's goals.
- Create, lead and manage strategies for campaigns, appeals, corporate partnerships, foundations and events to meet, or surpass, organizational funding goals for short-term and long-term objectives.
- Together with the Head of School, achieve fundraising goals as identified by the Head of School and Board of Trustees. This includes annual efforts, and capital and endowment campaigns.
- Assess, update and maintain current systems, policies, and procedures for development efforts including: cultivation, stewardship, gift/pledge processing, fund reporting, acknowledgments, tracking and reporting.
- Work with Aspen Academy's marketing and communications team to integrate development into all marketing efforts across the organization and maximize investments in materials and messaging.
- Lead and manage division staff to achieve the goals of the division and ensuring they achieve their professional goals and are provided the opportunity to grow in their roles.
- Oversee and support all fundraising and community engagement events and volunteer program.





## Director of Development and Community Engagement

### Essential Functions: Gift Solicitation & Donor Relations

- Develop, implement and manage the execution of Major Giving strategy, including high level donor relations. Support and coach Head of School, Board and Senior Leaders to solicit and close high level donors. Develop and provide high level donor prospect research.
- Work with the Head of School and Board to identify and engage new funding prospects and tactics.
- Develop and manage the execution of Planned Giving strategy.
- Develop strategy, and oversee planning and execution of giving programs that are not included under Major Giving. Develop and manage division staff to manage and execute these giving programs and campaigns, achieving fundraising goals for the Annual Fund, capital campaigns, Grand Fund, Graduating Class Gift, and other campaigns.
- Solicit and steward event sponsors and contributors.
- Responsible for all stages of donor management including identifying, cultivating, soliciting, and stewarding gifts to the organization. Cultivation includes but is not limited to the promotion and support of a diverse, inclusive, dynamic, deeply connected and mission driven community understanding that, in a school, family onboarding, mentorship, volunteering, engagement in school sponsored events are critical elements in the donor cycle.
- Provide strategic planning and support for annual giving, stewardship, event, and volunteer efforts.
- Oversee and maintain CRM (Raiser's Edge), data entry, reporting and overall accuracy of databases.
- Coordinate with the Accounting Department to reconcile donations and funds, monitor expenditures and prepare financial reports.







## Director of Development and Community Engagement

### Essential Functions: Board of Trustees Support & Engagement

- Serve as primary contact between the Board and the Division of Development and Community Engagement.
- Engage, support and attend meetings with the Advancement Committee of the Board of Trustees. Provide education and leadership to the Board to increase their understanding and engage them in Aspen Academy's work and enhance their ability to bring resources to the organization.
- Report regularly to the Board of Trustees and its Advancement Committee regarding development strategies, programs and outcomes.
- Work with the Head of School and the Advancement Committee to build and cultivate a culture of community engagement and philanthropy among Aspen Academy's trustees, staff, current students, alumni, and current and former families.





## Director of Development and Community Engagement

### Qualifications:

- Strategic leader with strong fiscal management and proven project and people management skills.
- Track record of building and maintaining relationships with diverse stakeholders.
- Self-directed, flexible, and able to work independently or collaboratively in teams, with a positive attitude.
- Proactive, motivated, and willing to take on responsibilities beyond defined duties while quickly learning new and established procedures.
- Solution-oriented with the ability to problem-solve and deliver thoughtful, creative, data-driven solutions to deliver results.
- Must be a strategic thinker, skilled in developing, implementing, and coordinating fundraising and donor strategy policies and procedures.
- Keen attention to detail with the ability to handle confidential information with discretion.
- High ethical standards, professionalism, confidentiality, and cultural competency.
- A hard-working professional who thrives in a fast-paced, high-expectation environment; excels in managing multiple priorities with sound judgment and integrity.







## Director of Development and Community Engagement

### Qualifications Continued:

- Collaborative, approachable, and values teamwork, building meaningful relationships while respecting differing opinions and demonstrating high emotional intelligence.
- Strong communication skills across traditional and social media, with high emotional intelligence.
- Empathetic and genuinely passionate about development and community building.
- Strong presentation and public speaking skills.
- Relentlessly driven to improve both personally and professionally.
- Have a passion and enthusiasm for Aspen Academy's mission, vision, values and strategic plan.
- Model and reinforce the school's core values, guiding philosophy, rules and school spirit consistently throughout the school environment, and support and hold accountable colleagues in doing the same.
- Ability to work flexible hours, including occasional evenings and weekends.
- Grant permission for a background check upon hire.





## Director of Development and Community Engagement

### Education, Experience, and Certifications:

- Required: Bachelor's Degree. Master's Degree preferred.
- 5+ successful years of experience in fundraising with an emphasis on Major Gifts, campaign and event fundraising, and endowments.
- Demonstrated success in managing the full fundraising cycle, including donor engagement, cultivation, and relationship-building with current and prospective donors, in \$5M plus/year fundraising environment.
- School based and/or non-profit development experience preferred.
- 2+ years of successful event planning, coordination and execution experience.
- Demonstrated success in strategic thinking, implementation and analysis of community development programs.
- Experience with data collection and analysis. Must possess a record of increasing and diversifying financial support.
- Proficiency in social media and other communication tools.
- Strong technical skills: Google Suite and project management experience preferred.
- Blackbaud Raiser's Edge expert preferred.







## Director of Development and Community Engagement

### Physical Demands and General Requirements

Regularly required to stand; walk, use hands; reach with hands and arms and stoop, kneel, crouch, or crawl and lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Resume, transcripts and references will be required as part of the application process. The School requires background checks, and Aspen Academy is a designated drug-free workplace.

### Working at Aspen Academy

Diversity and inclusion are core to Aspen Academy. We are passionate about building and sustaining a diverse and inclusive working and learning environment. Every member on our team enriches our community by exposing us to a broad range of ways to understand and engage with the world. We don't just accept difference — we celebrate it, we support it, and thrive because of it. Aspen Academy is proud to be an equal opportunity workplace and promotes affirmative action. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, and military and veteran status.





## Director of Development and Community Engagement

### To Apply

Interested and qualified candidates should submit electronically in one email and as separate PDF documents the following materials:

- A cover letter expressing their interest in this particular position
- A current résumé
- A one-page statement of professional philosophy and leadership practice
- An annotated list of five professional references with name, phone number, and email address (references will be contacted only with prior candidate approval)

**All materials should be sent via email to:**

Hacker Burr  
President and Managing Director  
Senior Search Consultant  
Big Back Pack LLC  
hacker@bigbackpack.org

