



Job Announcement Communications and Engagement Partner

Position Overview

Serving as an ambassador of Caring for Denver Foundation (“Foundation”), the Communications and Engagement Partner will implement communications and outreach strategies to further the Foundation’s mission to improve the mental health and substance use disorder needs of all residents of the City and County of Denver.

This position will work directly with the Director of Communications and Engagement, other staff members, and consultants to implement a communications and community engagement plan to ensure the voice of our community is reflected in our work.

Responsibilities

The Partner is responsible for implementing communications and community engagement efforts, including, but not limited to:

Community Engagement

- Participate in and support efforts to gather community input
- Solicit, document, and share community voice reflecting needs, experiences, and feedback in working with the Foundation
- Coordinate ongoing, targeted outreach programs to promote the Foundation’s mission, including:
 - Planning and implementing community outreach programs
 - Assessing and evaluating outreach program effectiveness to inform future programs and events
- Represent the Foundation at community events to gain exposure and build relationships

Communications

- Collaborate with Director of Communications and Engagement to implement communications strategies
- Participate in the production, writing, and editing of content for all institutional communications (written and electronic), press releases, social media, and internal communications
 - Create and share social media posts, newsletters, and web content
 - Provide website updates
 - Manage the foundation’s digital assets
- Support staff with presentation design with a critical eye for data visualization communication
- Coordinate and support Foundation events and forums, both online and in person
- Prepare and maintain presentations, reports, calendars, and media contact lists

Other duties as assigned.

Qualifications and Requirements

We are seeking a Communications and Engagement Partner who has:

- Flexibility to work evenings and weekends based on the community event calendar
- Passion for connecting with others and building relationships equitably. The Foundation's grantees are diverse, and many work with populations that are often stigmatized. Staff also come from diverse backgrounds and a range of professional experiences. Nonjudgment and comfort working with people from different backgrounds and beliefs is critical. Proficiency in any additional languages, particularly Spanish, is desired.
- Social media management and content management systems experience
- Strong writing and copy-editing skills; ability to communicate clearly and effectively
- Confidence and experience engaging with community members
- Excellent time management and intuitive prioritization skills
- Desire and ability to thrive as part of an evolving team. The communications and community engagement team is continuing to shape processes and strategies that strengthen relationships and demonstrate the Foundation's value and impact.

To perform this job successfully, an individual must be able to skillfully use Microsoft Office suite (Excel, Outlook, PowerPoint, and Word), and have experience or interest in learning content management systems (WordPress preferred) and graphic design programs (Adobe Creative Suite, Canva, or similar web-based apps).

Caring for Denver Foundation requires completion of a criminal background screening.

Supervisor Relationship

The Partner reports to the Director of Communications and Engagement and does not supervise any employees. This position does not have administrative support.

Location

This position is based in Caring for Denver's office at 1035 Osage Street in Denver; it is not a remote position. Employees may work remotely one day a week—with approval and after an initial three-month orientation period. Flexibility to work evenings and weekends at events and meetings in Denver is required.

Salary and Benefits

The full-time, exempt annual salary for this position is \$70,000–\$78,000, commensurate with background and experience. Full-time employees of Caring for Denver Foundation are currently offered a benefits package including 100% of the employee cost, and 50% of the spouse and dependent coverage cost for the organization's selected base plans for health, dental, and vision insurance (employees may select higher levels of coverage and pay the additional premiums). The Foundation contributes to short-term disability, long-term disability, and basic life and AD&D coverage. A 401k retirement plan is available—the Foundation matches up to 4% of the employee's compensation. Benefits also include paid time off, including holidays, and an employee assistance program. Several voluntary, self-paid benefits are also available, including critical illness insurance.

Equal Employment Opportunity

The Foundation is dedicated to the principles of equal employment opportunity in any aspect of employment. The Foundation does not discriminate against employees or applicants for employment because of age (40 and over), race, color, national origin or ancestry, sex, (including pregnancy, childbirth or related medical conditions, and breastfeeding), religion, creed, citizenship, marital status, protective hairstyle, family care status, physical or mental disability, genetic information, sexual orientation, gender, gender identity or expression, transsexual or transgender status, political belief, military or veteran status, or any other consideration made unlawful by federal, state or local law in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other terms and conditions of employment. Instead, the Foundation endeavors to provide opportunities to all employees and applicants based on qualifications and job requirements. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

How to Apply

This opportunity was posted in April 2026 and will remain open until the position is filled. Our desire is to have this position filled in June 2026. Interested candidates should send an email and/or letter of interest and résumé to the Search Committee at info@caring4denver.org with the subject line “Communications and Engagement Partner”.