



Job Title: Marketing Contractor (Pathway to Executive Director | CEO Role)

Company: Denver Center for Intercultural Scholars (DCIS) Foundation

Website: <https://www.dcisfoundation.org/>

Location: Denver, CO (hybrid / flexible / remote-friendly)

About Us

The **Denver Center for Intercultural Scholars (DCIS) Foundation** is a small but dedicated nonprofit with a big mission: to advocate for and financially support immersive student travel opportunities for Denver Public Schools middle and high school students. Since 1997, we've provided scholarships and grants that enable thousands of students to participate in cultural exchanges, language immersion programs, and service-learning trips—locally, nationally, and internationally.

We're now seeking a creative, self-motivated marketing professional to help us amplify our visibility, strengthen our community of supporters, and expand our impact. This role begins as a short-term marketing contract and—if successful—can transition into the salaried **Executive Director position** starting September 1, 2026.

This is a unique opportunity to contribute your skills to a mission-driven organization, learn our operations from the inside, and step into a leadership role that shapes the future of educational travel for DPS students.

Phase 1: Marketing Contractor (Feb 1–Aug 31, 2026)

Contractor: This contract role is designed with **flexibility in mind**. This structure allows for consistent engagement with our mission while balancing a manageable schedule.

Reporting to the Executive Director, the contractor will drive marketing and fundraising momentum through:

- Supporting and managing the annual Gala campaign and other events
- Refreshing and executing our social media strategy
- Contributing creative content, stories, and campaigns to elevate our mission, as needed

Skills & Qualifications

- Organized, confident, and proactive—able to manage multiple projects independently
- Strong editing, writing, design, and storytelling skills
- BA/BS degree required, with experience in marketing strategy, branding, communications, event management, and fundraising
- Proficiency (or aptitude to learn and use) Facebook/Instagram, Squarespace, Canva, Constant Contact, Clickbid, Microsoft Office, Google Workspace, and basic SEO tools
- Digital marketing and social media expertise
- Passion and respect for public education and student travel

Preferred (not required): Spanish proficiency, nonprofit leadership experience, and grant writing skills.

Other requirements: Computer and internet access as well as reliable transportation and ability to occasionally lift/move boxes for events.

Time commitment: Flexible but generally working about 3 -10 hrs. a week from Feb - Aug, except July has no work commitment (vacation). Work hours will be heavier in March and April as we prepare for the annual Gala on Saturday, April 25, 2026. Occasional weekend and evening hours are needed for events.

Compensation: \$5,000

Phase 2: Executive Director | CEO (Starting Sept 1, 2026, if selected)

After the contract period, the board may invite the contractor to transition into the Executive Director role. This is a **salaried role** with flexible hours that shift seasonally based on our programming and fundraising cycle.

As ED, you will:

- Lead organizational strategy in collaboration with the board
- Lead board and volunteer recruitment
- Drive fundraising strategy, donor relations, and event planning
- Build strong school, student, and community partnerships
- Manage brand strategy and social media - and create marketing communications materials using technical tools (Canva, Constant Contact, Clickbid, Microsoft Office, Facebook/Instagram, Google Workspace, and SEO)
- Update and maintain the website (Squarespace) and social media (FB/IG)
- Update and maintain the donor management database (Little Green Light)
- Oversee scholarship and grant programs
- Manage daily operations and financials

Time commitment: During peak periods—such as gala season and scholarship reviews—the role may require 30–40 hours per week, including some evenings and weekends for events. In lighter months, the workload typically scales back to 10–20 hours per week, creating a more balanced schedule. Flexibility is built in to align with the natural rhythms of our work: the heaviest months are August through November and February through May, while December, January, June, and July are lighter.

Compensation: \$55,000–\$60,000 annual salary (commensurate with experience), plus a \$500 monthly health insurance stipend. Flexible, mostly remote with in-person events and meetings as needed.

Why This Opportunity?

This role is ideal for a mission-driven professional eager to leverage their marketing prowess and organizational skills and thoughtfully step into nonprofit leadership. You'll have the chance to be creative, shape a growing organization, build lasting community relationships, and expand access to transformative educational travel opportunities for Denver students.

How to Apply - Applications deadline is November 15, 2025, EOB

Title the email: "ED Job Application for [insert name]"

Please email to dcisfoundation@gmail.com:

- 1) Résumé
- 2) Brief cover letter explaining your interest
- 3) 2 samples of marketing materials (one digital and one traditional)

EOE

The Denver Center for Intercultural Scholars (DCIS) Foundation is an equal opportunity employer. We are a small team deeply committed to creating an inclusive and welcoming environment for all – our stakeholders, donors, students, parents, administrators, employees, contractors, the board, volunteers, and the community.