



October 2025

Introduction

The Park People (TPP) is a small, private 501(c)(3) nonprofit organization working with communities to plant trees and improve parks for a healthy, resilient future.

We are passionate about our local parks, our city trees, and other shared community resources. We believe that healthy parks help grow healthy communities. We believe that our community forest not only makes our neighborhoods beautiful places to live, but provides critical functions to the health, well-being, and sustainability of urban life. And we believe that all Denver residents should have access to these critical urban resources. We also believe in the power of community action and of 'Thinking Globally and Acting Locally.' Join us at the intersection of some of today's most pressing issues – climate change, equity, health, urban sustainability. Help us grow our impact and make a difference for the future, our communities, and the planet.

We work towards our mission by raising private funds for capital improvement projects of various sizes and through several ongoing programs: [Denver Digs Trees](#), [Community Forester](#), [Mile High Tree Champions](#), [TreeForce](#), and [Park Legacy](#). We are Denver's oldest and primary city-wide park advocacy group and longest-standing tree organization. We have infused tens of millions of dollars into the city's public spaces, and we have planted more than 70,000 trees in Denver. Learn more about [What We Do](#).

Project Estimates

Service needs are estimated to be approximately 30-40 hours per month (480 hours over a one-year period), with a project budget of \$30-50/hour. Increases above and beyond this allotment for special projects may be proposed to the contractor for their consideration. Extension of contract will be driven by the success of the contractor in securing and managing grants.

Scope of Services

The contractor will produce and submit content for funding proposals to foundation, corporate, and government funding sources, including grant applications, correspondence, and other related components. Contractor will also play a significant role in the management of several large, multi-year government grants and contracts, including invoicing and reporting.

- Identify and research relevant grant opportunities, including attending pre-application information and orientation sessions
- Produce and submit grant applications for a variety of funders, including adapting writing style to the audience of the grant (and repurposing of past writing)
- Maintain an accurate grant tracking system to ensure timely submission of all invoices, updates, and reports
- Manage the monthly invoicing process for at least 3-5 government grants and contracts, including allocating expenses, creating invoices, and compiling supporting documentation
- Where appropriate, serve as a thought partner and experienced voice in grant and contract negotiations to ensure opportunities are aligned with TPP's needs and goals

Experience

- Bachelor's degree, or equivalent experience
- 5+ years of grant writing, submission, and management experience with a nonprofit organization
- 2+ years of experience managing government grants and/or contracts at the Federal, State, or local levels

Desired Skills

- Knowledge of local foundations and relationships with other fundraisers, government organizations, corporate, community and family foundations in the Denver metro area
- Knowledge, experience, and deeply held commitment to addressing relevant issue areas, including environmental and community challenges, sustainability, climate change, urban forestry, parks, and recreation
- Experience with Salesforce or other CRM platform
- Proficiency with word processing, spreadsheet applications, and email
- Proven written, verbal, and interpersonal communication skills
- Excellent analytical, organizational, and time management skills
- Strong project management skills and the ability to independently manage priorities and deadlines
- Enthusiastic, dedicated, and adaptable team player

Proposal Contact and Submission Requirements

Please submit a resume, a brief proposal on how you can best support TPP's grant management needs, writing sample, and compensation requirements by email to Jillian Patton, general@theparkpeople.org, with "Proposal - Grant Management Services" in the subject line no later than November 21, 2025, for consideration. Final round proposals will be contacted for interviews with staff and Board members. Proposal acceptance notification is expected on or around January 6, 2026.