



Daniels Fund

Director of Operations



June 2026

The Organization

The Organization	Daniels Fund
Financials	Assets of \$1.9+ billion; operating budget of ~\$16 million
Employees	31 employees
Location	Denver, Colorado
Website	www.danielsfund.org
Leadership	Our People - Daniels Fund
Overview	<p>The Daniels Fund is a private charitable foundation dedicated to making life better for the people of Colorado, New Mexico, Utah, and Wyoming through its grants program, scholarship program, and ethics initiative.</p> <p>Inspired by Bill Daniels, who was the embodiment of the American Dream, the Daniels Fund strives to ensure its work reflects its founder's written directives, values, and unmistakable style. Bill was a patriotic American who served our country in two wars. Widely considered one of the great business visionaries of the twentieth century, Bill built his success on hard work, instinct, integrity, and respect. He was a capitalist who loved our free enterprise system and was well known for his generosity to people from all walks of life. Guided by his compassion, Bill transferred his \$1 billion estate to form the assets of the Daniels Fund to carry forward his legacy of giving.</p> <p>The Daniels Fund doesn't just fund programs— it has become a permanent fixture in the communities it serves and continues to make significant and lasting impact. It works with people and organizations who share its beliefs, showing up in local communities, and investing in some of the most complex challenges and innovative solutions that have power to scale. In addition to its strategic investments in organizations across the Rocky Mountain West, the Fund supports industrious young people from working class families through the Daniels Scholarship Program.</p> <p>Today, the Fund is rewriting the playbook for modern philanthropy—pairing courageous ideas with bold action to drive transformative, scalable impact. In recent years it has launched and taken national several signature initiatives, including the National Civics Bee, the National Ethics Case Competition, and Youth Sports Giving Day, while catalyzing more than \$500 million in funding partnerships and introducing a "Big Bets" strategy to address some of the world's most complex challenges.</p> <p>The values that shaped Bill's life include ethics and integrity, honesty, respect for all people, loyalty and reliability, entrepreneurial spirit, patriotism and dedication to community, excellence, and etiquette. Since its founding, it has awarded more than \$1 billion in grants and scholarships to people and organizations who share these principles.</p> <p>The Daniels Fund has been named one of the "Best Places to Work" by the <i>Denver Business Journal</i> and <i>Inc. Magazine</i> reflecting its dedication to creating an atmosphere where associates thrive, grow, and contribute in a meaningful way.</p>

The Position

Position Title	Director of Operations
Location	Denver, Colorado
Reports To	Chief of Staff
Direct Reports	Facilities & Administrative Services Manager
Position Summary	<p>This role – the Director of Operations – is a rare opportunity to operate at the center of a high-performing, mission-driven organization and shape how it operates at every level. This is a role for an individual who thrives at the intersection of strategy and execution, equally at home setting organizational direction and rolling up their sleeves to make things happen. The Director will have a hand in nearly everything that matters: people, process, culture, infrastructure, and the systems that allow a talented team to do their best work for the communities Bill Daniels cared about most.</p> <p>This leader has an opportunity to impact and influence, as s/he will work across every arm of the Daniels Fund as a trusted partner and force for organizational excellence.</p>
Responsibilities	<p>The Director of Operations serves as a strategic partner and force multiplier for the CEO and senior leadership. Specifically, the Director will:</p> <ul style="list-style-type: none"> • Contribute to strategic planning toward the foundation’s mission and support strategic planning cycles, board materials preparation, and board governance. • Drive operational efficiency across all departments to maximize mission impact; identify and eliminate process bottlenecks; build the case for operational decisions with data, not just instinct, and own the organizational goals, KPIs, and performance dashboards that measure progress. • Manage the process for hiring, onboarding, and transition of associates, in partnership with hiring managers. Lead HR operations, including handbook development, business continuity planning, health and safety, and benefits administration. • Oversee administrative services and provide direct oversight of the Facilities & Administrative Services Manager. • Lead org-wide special projects as assigned, serving as a trusted utility player for senior leadership across a broad range of needs. • Serve as the technology champion for assigned teams, helping them adopt and apply tools that increase their impact. • Partner with the CFO on compliance with foundation policies and nonprofit regulatory requirements and serve as the on-site point of contact for select finance activities as directed. • Produce high-quality presentations, documents, and communications in support of leadership priorities. • Represent the Daniels Fund internally and externally as a thoughtful ambassador of the organization’s mission and values. • Champion a culture of efficiency, effectiveness, and excellence across all operational functions. • Assist with special projects and perform other duties as assigned.

The Person

Pivotal Experience & Expertise

Senior Operational Leadership: Significant experience leading operational and administrative functions, ideally in a business environment. Experience in nonprofit, government, or philanthropic organizations will also be considered, particularly if paired with the aforementioned business experience. Ability to move fluidly between the strategic and tactical to solve complex problems, improve workflows, eliminate friction, and raise the operational bar across the organization in a high-performance culture.

Cross-Functional Stakeholder Management: Track record of driving cross-functional collaboration to support achievement of goals and objectives, including working in partnership with finance, administration, and grants, and supporting board governance and compliance activities. Superb written and verbal communication skills and an ability to represent the Fund in a highly competent and professional manner in all settings.

Philosophical Alignment: Alignment and passion for Bill Daniels’ mission and values and an eagerness to incorporate his thinking into programmatic and operational activities. Familiarity with the context within which the Daniels Fund operates and the organizations they fund. Demonstrated commitment to Bill Daniels’ principles, style and direction, including **patriotism**, the **free enterprise** system, and **entrepreneurship**. Visit the website for more details.

Culture Impact

Relationship-Centric Leadership: Ability to build strong working relationships with senior leaders, peers, community members, and external vendors alike, often without a direct reporting line to key collaborators. Earns credibility by demonstrating sound judgment, follow-through, and consistency.

Values-Alignment: Deep intellectual curiosity, agility, and an understanding that risk-taking is part of the entrepreneurial spirit. Ability to manage competing demands with a bias for action and taking initiative.

Impact Oriented: Commitment to the highest standards of excellence and successful outcomes. Motivated by a desire to help the Fund be a permanent and impactful resource for communities.

Commitment to Excellence: We uphold ourselves, and those with whom we are associated, to high-quality work and standards. We are committed to ensuring this organization continues to operate in a manner that serves as a model among, and advocate for, foundations nationwide.

Trust: A calm and clear thinker with the ability to handle sensitive information involving senior leadership, the board, and personnel matters with the strong judgment this seat requires.

Equal Employment Opportunity

The Daniels Fund is an equal employment opportunity employer and all qualified applicants will receive consideration for employment without regard to age, race, sex, color, religion, national origin, disability, military status, genetic information, sexual orientation, gender identity, marital status, citizenship or any other status protected by applicable federal, state or local law.

Compensation for this position will be in the range of \$150,000 - \$225,000, commensurate with experience and qualifications. Daniels Fund offers a comprehensive package of benefits including paid time off, paid holidays, health, dental, vision insurance, long-term disability, life insurance, a matched 401k retirement plan and a host of additional benefits.

Interested applicants may submit an initial application to dfoptions@heidrick.com.

Engagement Team

Ron Brown

Partner

Mobile: +1 303 909 5099

Email: rbrown@heidrick.com

Mollie Moore

Senior Associate

Mobile: +1 859 576 1278

Email: mmoore@heidrick.com

Elaine Koutris

Executive Assistant

Mobile: +1 818 802 1565

Email: ekoutris@heidrick.com

Heidrick & Struggles serves the executive leadership needs of the world's top organizations as a trusted advisor for leadership consulting, culture shaping and senior-level executive search services. Our data driven solutions empower senior executives and boards of directors to transform their organizations by leveraging top talent and accelerating performance across all layers of the business.