



Job Title: Advancement Manager

Reports to: Vice President for Advancement

Description:

The Advancement Manager is responsible for creating and executing a comprehensive strategy for the identification, cultivation, solicitation, and stewardship of annual contributors in three categories: AMFS alumni, individual annual donors who give \$1,000-\$8,499, and local businesses based in Aspen, the Roaring Fork Valley, and Colorado.

Responsibilities:

- Work with the Vice President for Advancement in the creation of annual revenue goals related to the AMFS Annual Fund, including but not limited to donor retention, donor acquisition, average gift amount, gift-in-kind needs, and other key metrics.
- Develop annual plans and materials for the local business and alumni portion of the Annual Fund to meet these fundraising goals, including solicitations, online giving programs, and communications calendars that set clear objectives and action steps that will result in vital financial contributions to the organization.
- Prepare proposals, contracts, and sponsorship reports for local business supporters.
- Manage the internal Business Streamlining Committee and benefits program for local business supporters.
- Support and coordinate strategies for annual giving campaigns and special projects
- Manage a portfolio of individual donors who give \$1,000-\$8,499 annually.
- Manage the AMFS Alumni Committee, including but not limited to working with the Marketing and Communications and Student Services departments around alumni communications and developing engagement and event opportunities.
- Support the Vice President for Advancement and others in identifying benefit business sponsors, special project supporters, revenue strategies, event sponsorships, and acquiring online and live auction items.
- In coordination with the Institutional Giving Manager, designs and implements the AMFS's corporate relations program, with an emphasis on engaging and procuring sponsorships, Annual Fund contributions, and event revenue from local businesses; as well as developing potential cause-related marketing partnerships.
- Works closely with other AMFS departments and colleagues to encourage teamwork and clarity in approaching local and regional businesses for support, including charitable giving as well as advertising, gifts-in-kind, the REALTOR fund drive, and other forms of support.
- Regularly utilize the department's constituent relationship management software Raiser's Edge NXT to create and maintain proposal tracks, action steps, relationships, and notes to document progress.
- Ensure accurate sponsorship language in all Marketing collateral. Work with the Marketing department to update external materials, including the AMFS website.
- Recruit and manage summer Student Ambassadors for the Development department.
- Attend and support a robust calendar of summer donor events, including two high profile fundraising benefits.
- Other duties as assigned.

Qualifications:

- A Bachelor's degree is required
- A minimum of three years' experience in annual giving, alumni relations, and/or corporate philanthropy

- Superior written and verbal communication skills. Able to write and speak persuasively about the organization to various constituencies
- Excellent interpersonal and professional writing skills, including the ability to actively listen and interact with donors, volunteers, and staff
- Excellent planning skills and a proven ability to assess priorities and manage a variety of complex activities simultaneously
- Willingness to work in an environment that encourages consensus building, teamwork, collegial decision-making, and accountability for results
- Demonstrated experience with donor management software (Raiser's Edge preferred); a comfort level with Microsoft Office software is preferred
- Experience with planning and executing strategies to engage multiple constituents in portfolio

Compensation:

- Salary range for this position is \$56,000 to \$62,000.
- Full employee medical, dental, and vision insurance coverage
- \$25,000 life insurance policy
- Option to put aside money pre-tax for health and dependent care expenses
- Pre- or post-tax retirement plan with company match after two years of service
- Medical expense reimbursement plan to offset the insurance deductible
- Cash health and wellness benefit
- An employee assistance program
- Paid holiday schedule of 18 days
- Paid vacation of 13 days the first year that grows up to 26 days after five years
- Paid sick time of 15 days per year
- Season pass to the festival plus one guest
- Aspen Chamber discount on ski passes

To Apply:

Please submit a cover letter and resume to msong@aspenmusic.org.

Diversity, Equity, and Inclusion:

At AMFS, we are committed to becoming an anti-racist organization and believe that when people feel respected and included they can be more creative, innovative, and successful. While we have more work to do to advance diversity and inclusion, we're investing to move our organization and classical music industry forward. In order to create and maintain a diverse community, AMFS does not discriminate in employment opportunities or practices on the basis of age, race, sex, gender, color, religion, national origin, disability, military status, genetic information, sexual orientation, or any other status protected by applicable state or local law.

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