



Title: Corporate and Foundation Relations Manager

Reports to: Vice President for Advancement

Position Summary:

Reporting to the Vice President for Advancement, the Corporate and Foundation Relations Manager is responsible for supporting the AMFS advancement office by overseeing all giving from organizations and institutions, including private foundations, corporations, and local businesses, as well as local, state, and federal government agencies.

Key Responsibilities:

- 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
- Identify, cultivate, solicit, and steward support from private foundations, including prospect research, cultivation strategies, and the generation of concept papers, letters of inquiry, full grant proposals, and funder reports
- Lead efforts to identify prospective sources of public support, respond to requests for proposals, and submit comprehensive funding proposals and reports to government agencies, including local, state, and federal grant opportunities
- Collaborate with other AMFS staff to define institutional priorities that align with institutional funder interests, including both budget-relieving as well as budget-enhancing opportunities
- Work with the Finance department and other internal stakeholders to create accurate project and program budgets and expense reports for funders
- Working with the Vice President for Advancement, develop and oversee annual revenue goals for foundations, businesses and corporations, and government support
- Regularly utilize the department's constituent relationship management software to create and maintain proposal tracks, action steps, relationships, and notes to document progress
- Attend regular department meetings, AMFS staff meetings and events, and participate in working groups and on committees as needed
- Other duties as assigned

Qualifications and Requirements:

- A Bachelor's degree is required
- A minimum of three years' experience in grant writing and proposal development, either in a nonprofit or an equivalent setting, is required
- Superior written and verbal communication skills. Able to write and speak persuasively about the organization to various constituencies
- Demonstrated experience with donor management software (Raiser's Edge preferred) and a comfort level with Microsoft Office software
- Excellent interpersonal communications skills, including active listening and interacting with donors, volunteers, community and staff

- Excellent planning skills and a proven ability to assess priorities and manage a variety of complex activities simultaneously
- Ability to take initiative and function independently and as part of a team
- Willingness to work in an environment that encourages consensus building, teamwork, collegial decision-making, and accountability for results
- A commitment to the AMFS's core mission and work
- Willingness to work evenings and weekends, especially during the summer season, is required

To Apply:

Submit cover letter and resume to shaddad@aspenmusic.org