

**Job Title:** Manager of Special Events

**Date:** December 2025

## Position Summary

The Manager of Special Events is responsible for expertly planning and implementing high-quality donor engagement strategies, specifically fundraising events and donor lounges. Reporting to the Vice President for Advancement, the Manager shares the team's responsibility for annual contributed revenue goals, fostering continued support and growing a network of supporters with memorable experiences. The Manager is responsible for organizing and managing every aspect of special events, including conceptualizing themes, planning budgets, booking venues, liaising with suppliers and clients, managing logistics, and presenting post-event reports. The Manager will also lead a seasonal team and volunteers in planning, executing, and evaluating special events.

## Key Responsibilities

### Department Management

- Provide strategic planning and oversight of all benefits and special events, donor engagement initiatives, and campaign-related gatherings.
- Alongside the Vice President for Advancement, establish and realize contributed revenue goals and other department performance metrics, including donor acquisition and retention, through special events and program effectiveness.
- Oversee and attend a robust calendar of activities, primarily but not exclusively scheduled during the summer Festival, including high-profile benefits and events.
- Demonstrate energy and optimism in pursuing ambitious goals, fostering an industry-standard culture of philanthropy with enthusiasm and collaboration.

### Benefits and Events

- Oversee the design and planning of fundraising events, including but not limited to the Season Benefit ("Feast of Music"), Opera Benefit, Winter Benefit, Artist Dinners, Board of Trustee gatherings, Patron Previews, and "On the Road" activities beyond Aspen.
- Manage vendor negotiation and contracting, including rental companies, florists, and designers, regarding event specifics to bring the vision for events to life.
- Create and administer event timelines and calendars, coordinating with other departments including Artistic Administration, Marketing & Communications, and Management & Operations to execute events successfully.
- Manage all aspects of marketing and outreach around development events, working collaboratively with the Marketing & Communications department.
- Formulate and implement new strategies that will result in greater donor loyalty and evaluate efficacy of existing donor events and perquisites.
- Research and lead efforts to identify and engage young patrons through tailored experiences with the AMFS network of supporters and artists.
- Work closely with the Director of Advancement Operations and Finance department to create annual event budgets and track revenue and expenses for these events.
- Work in collaboration with the Donor Stewardship Coordinator to maintain data management and moves management tracking for event-related fundraising efforts.

- Support all gift officers in soliciting special event contributions and sponsorships from individuals, local business, corporate underwriters, and auction donors.
- Create and execute a cultivation plan for all sponsors and auction donors.
- Provide expert project management of each event, ensuring all components are successfully executed.

### **Qualifications and Skills**

- A bachelor's degree or equivalent work experience is preferred.
- Three to five years of experience in event planning, either in nonprofit or for-profit settings; experience with benefits that involve live performances preferred.
- Excellent interpersonal and professional writing skills, including the ability to actively listen to and interact with donors, volunteers, vendors, and staff.
- Reliable 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) and event management software preferred; proficiency with Microsoft Office software is required.

### **Salary and Benefits**

- Salary range for this full-time position is \$70,000 to \$75,000
- 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 including a six-day post-Festival break and a holiday break from Christmas Eve to New Year's Day. NOTE: This position may require limited, pre-determined hours during the holiday break.
- 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 and Aspen Chamber discount on ski passes

### **Additional Information**

This is a salaried year-round position that requires residency in the Roaring Fork Valley in June, July and August annually at minimum. Year-round residency is desirable.

### **AMFS Culture**

The AMFS is committed to creating and maintaining a diverse, respectful, and inclusive community, and 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 laws.

**To apply, please submit a cover letter and resumé to Vice President for Advancement Austin Stewart at [astewart@aspenmusic.org](mailto:astewart@aspenmusic.org).**