

Job Title:

Institutional Giving
Manager

Date:

September 22, 2021

Overview:

Reporting to the Vice President for Advancement, the Institutional Giving Manager is responsible for supporting the AMFS advancement office by overseeing giving from organizations and institutions, including private foundations; corporations; and local, state, and federal government agencies.

Responsibilities:

- 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 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
- Design and implement a corporate relations program with an emphasis on engaging and procuring new regional and national sponsorships as well as developing cause-related marketing partnerships
- Assist with Annual Fund contributions and event revenue from local businesses
- Work closely with other AMFS departments and colleagues to clarify and coordinate approaches to corporations for support, including charitable giving, advertising, and gifts-in-kind
- Sustain strong relationships with external constituencies by leveraging the AMFS brand and providing strategic vision to partnership development
- Collaborate with key AMFS board members and staff to define institutional priorities that align with institutional funder interests, including budget-relieving and budget-enhancing opportunities
- Work with the Finance department and other internal stakeholders to create accurate project and program budgets as well as expense reports for funders
- Working with the Vice President for Advancement, develop and oversee annual revenue goals for foundations, 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

Qualifications and Skills:

- A Bachelor's degree is required
- A minimum of three to five 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 proficiency 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

Salary and Benefits:

- Salary range for this position is between \$60,000 and \$65,000.
- While this is a full-time position, we would be willing to discuss possible part-time or remote work for the right candidate.
- 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
- 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.
- Aspen Chamber discount on ski passes

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, color, religion, national origin, disability, military status, genetic information, sexual orientation, or any other status protected by applicable state or local law.

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