

Job Description



Job Title:

Annual Giving and Special Events Coordinator

Date:

November 2023

Overview:

Reporting to the Director of Annual Giving and Special Events, the Annual Giving and Special Events Coordinator is responsible for producing special events related to fundraising, donor cultivation, and donor stewardship, in addition to providing assistance in the identification, cultivation, solicitation, and stewardship of annual contributors.

Responsibilities:

Events

- With the special events team, plan and execute AMFS fundraising events, including but not limited to the Winter Benefit, Opera Benefit, House Music Series, Artist Dinners, Patron Preview, and Season Benefit as well as cultivation and stewardship activities in and beyond Aspen.
- Create event timelines and calendars, and coordinate with other departments including Artistic Administration, Marketing & Communications, and Management & Operations to ensure event details and logistics are successfully carried out.
- Coordinate and execute solicitations for individual ticket buyers and benefit attendees. Prepare and send pledge reminders for Entertainment Donations.
- Present reports to the development team on fundraising event revenue, expense, and ticket sales.
- Assist with communication and negotiations with vendors regarding event specifics as needed.
- Assist with the cultivation of gifts from businesses, corporations, and community partners for the annual live and online auctions. Manage auction software and training.
- Work with members of the finance department to ensure excellent financial records for fundraising events. Support the Director of Annual Giving and Special Events in creating, tracking, and managing special events budgets.
- Ensure timely and accurate record-keeping related to events and attendees. Strategize and implement new ways of tracking event information in our donor management system, Raiser's Edge.
- In collaboration with the Director of Annual Giving and Special Events, create an overall vision, theme, and design for the annual benefits. Coordinate with rental companies, florists, and designers to bring this vision to life.

Annual Giving

- Assist the development team with the solicitation and cultivation of individual donors, including research and execution of giving strategies and appeals focused on donor retention, lapsed donor recapture, and new donor acquisition.

- Provide support for direct mail and online giving programs, including but not limited to writing personal notes, preparing solicitation materials, and working with our graphic designer and printers.
- Organize and develop year-round donor stewardship and cultivation touchpoints.
- Develop queries and exports for Annual Fund and related mailing lists.
- Help strategize and create copy for annual giving brochures, e-newsletters, thank-you postcards, and other fundraising collateral pieces, in both print and digital form.
- Work with the Marketing & Communication team to promote annual giving campaigns and special projects, including but not limited to Giving Tuesday, challenge campaigns, and *Encore*, the organization's recurring giving program.
- 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.
- Two to three years of experience in annual giving and/or event planning, either in a nonprofit or for-profit setting preferred.
- 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.
- A commitment to the AMFS's core mission and work.
- Demonstrated experience with donor management software (Raiser's Edge preferred) and event management software; a comfort level with Microsoft Office software is preferred.
- Evening and weekend events, especially during the summer season, is required.

Salary and Benefits:

- Salary range for this position is between \$50,000 and \$55,000 and is a non-exempt position.
- 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 23 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

Inclusion, Diversity, Equity, and Access

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 Mi Ryung Song, Vice President for Advancement, at msong@aspenmusic.org.