

Job Title:Institutional Giving
Specialist**Date:**

January 11, 2024

Overview:

Reporting to the Vice President for Advancement, the Institutional Giving Specialist is a resourceful, enthusiastic, and proactive member of the AMFS advancement team who is responsible for helping secure funds from local, state, and national organizations and institutions, including but not limited to foundations, corporate foundations, and government agencies. A cogent and compelling author of programmatic and institutional descriptions, our next Institutional Giving Specialist may join full-time in a temporary/short-term or permanent basis. Local residency in Aspen or the Roaring Fork Valley is welcome but not required.

Primary Responsibilities:

- Working with the Vice President for Advancement, develop and oversee annual and long range revenue and pipeline goals
- Cultivate, solicit, and steward support from a portfolio of organizations and institutions, including deep familiarity with funders' priorities/history/preferences/expectations, develop strategies for renewed and increased giving as well as the generation of concept papers, full grant proposals, and reports with detailed input from multiple departments
- Develop and maintain relationships with institutional contacts, either personally and/or coordinating timely communications with AMFS leadership as needed
- Identify and research prospective funders and respond to requests for proposals to fund special projects, scholarships, and general operations; draft and submit letters of inquiry and introductory proposals that best capture the spirit and quality of the AMFS
- Leverage paid and non-paid resources (Grantstation, etc.) to identify and qualify new prospective funders
- Proactively manage a calendar of actions and deadlines, allowing for ample internal planning, reviews, and edits as well as coordinating sponsorship deliverables and accurate acknowledgements in print, online, and in verbal remarks, as appropriate
- Consistently utilize the department's constituent relationship management software to create and maintain proposal tracks, action steps, relationships, and notes to document research and progress
- Collaborate with key AMFS board members and staff to define institutional priorities that align with institutional funder interests, including feasibility assessments and shaping asks for budget-relieving and budget-enhancing opportunities.
- Serve as organization custodian of boilerplate library, assisting colleagues with requests for subject-specific language as needed for various materials, correspondence, and/or reports (e.g. Annual Report, IDEA committee report, and fundraising materials across all portfolios)
- Support and document organization-wide activities and programs related to institutional grant requests (pending and/or approved), such as community event coordination, partnership outreach, operational improvements, facility assessments, annual energy rebates, gathering photo and video footage, testimonials, etc.
- Renew government related registration(s) to maintain eligibility for federal funding
- Maintain subscription(s) and design templates for decks and proposals that may be used across department portfolios

- Regularly engage cross-departmental communications with:
 - the Finance department and other internal stakeholders to create accurate project and program budgets as well as expense reports and endowment reports for funders
 - other AMFS departments and colleagues to clarify and coordinate approaches to corporate foundations for support, including charitable giving, marketing, and gifts-in-kind
 - Artistic to draft and finalize season descriptions, maintain list of AMFS commissions and special projects
 - Student Services to set budget expectations and bookable pledges related to club awards and assured scholarships
- Utilize other AMFS databases such as Slate, ArtsVision, Audience View/OvationTix to access, export, and analyze and prepare data
- Participate in departmental hiring interviews
- Assist with Annual Fund appeals and events as needed

Qualifications and Skills:

- Bachelor's degree is preferred.
- Minimum of three to five years' experience in grant writing and successful proposal development (particularly for a government agency or other competitive grant maker), either in a nonprofit or other organizational setting, is required.
- Superior written and verbal communication skills; demonstrated ability to write and speak persuasively to various constituents.
- Discretion and professionalism regarding access to sensitive and confidential information
- 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, program officers, community members, faculty, and staff colleagues.
- Superior planning skills and a proven ability to assess priorities and manage a variety of complex activities and deadlines simultaneously.

Salary and Benefits:

- Salary range for this full-time position is between \$60,000 and \$65,000.
- While this is a full-time position, we would be willing to discuss possible part-time work for the right candidate. Below benefits are offered to full-time employees only.
- 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 IGS@aspenmusic.org.