

The Vail Jazz Foundation, Inc.
Open Full Time Position: Fundraising Manager

The Vail Jazz Foundation is a non-profit organization dedicated to the perpetuation of jazz music through presentation and education. Vail Jazz produces summer and winter music festivals and award-winning educational programs serving both the national and local communities. The Vail Jazz Foundation is based in the heart of the rockies; Vail, Colorado.

The Team Culture:

The team at Vail Jazz is a tight group of passionate individuals with a diverse set of experience and interests, working together toward the mission of perpetuating jazz. We depend on each other and are looking for a teammate that shares our commitment to:

- Energized collaboration
- Organizational empathy
- Work hard and have fun
- No job too small
- Personal connection to the mission

The Job:

The Fundraising Manager is a leadership position focused on exceeding contributed revenue generation goals through: individual donor contributions, grant writing, sponsorship sales and development events. The scope of the role includes strategic and tactical planning, donor cultivation, fundraising activities, reporting, and community engagement/management.

This role reports to the Executive Director, and is supported by the Marketing and Sales Coordinator, and works closely with the Marketing and Operations Managers.

Requirements

- 4+ years fundraising/sales experience (non-profit development roles with direct revenue goals preferred)
- 4+ years proposal development or grant writing experience
- 4+ years experience in event planning or customer facing related fields
- Comfort with various technologies including GoogleApps, Salesforce.com, and Microsoft Office
- Ability to work evenings and weekends (seasonal)

Skills

- Strong writing, speaking and interpersonal skills with an emphasis on proposal building
- Well Developed project management and organizational skills with the ability to self manage
- Creative problem-solving skills.
- Financial acumen, accurately tracking/ reporting fundraising progress.
- Leadership skills. The person in charge of fundraising may lead teams of employees, which requires vision casting, task delegation, administration, and other leadership competencies.
- Demonstrated ability to cultivate and expand revenue generating relationships
- Comfortable "making the ask" and closing on contributions.

Duties

The Vail Jazz Foundation, Inc.

Open Full Time Position: Fundraising Manager

- Generate donations through major gifts, sponsorships, and grant management.
- Execute annual development strategy for annual fundraising campaigns through major gifts, individual giving, business partnerships (gifts and in-kind contributions), foundation philanthropy, grant writing, sponsorships, events, silent and live auctions, and fundraising experiences.
- Collaborate with Marketing/Ops on planning and execution of mutual projects.
- Engage with the Development Committee on building/executing the annual development plan with measurable goals.
- Participate in annual planning including budgeting and donor experiences

Schedule/Environment:

- Full Time, salaried position
- Hybrid (home/in-office) work environment. In-office minimum one weekly during non-festival months
- Ability to work evenings and weekends as needed, particularly during the Summer Festival (4th of July- Labor Day)

Salary Range: \$65,000-\$85,000

Benefits:

- Simple IRA with 3% Employer match
- Over 20 days of PTO in first year of employment in addition to a generous holiday time-off schedule
- EPIC ski pass reimbursement
- Health Insurance with employer contribution of 75% of premium