

The Vail Jazz Foundation, Inc.

Job Requisition: Development Manager

Type of Position: Full time, year-round.

Compensation: \$55,000-\$70,000

Reports to: Executive Director

The Company

The Vail Jazz Foundation is a 501c3 non-profit organization dedicated to the perpetuation of jazz music through presentation and education. Vail Jazz produces summer and winter performance series and award-winning educational programs serving both the national and local communities.

The Team

The team is united by these common core values:

- Energized by collaboration
- Organizational empathy
- Constant learning
- No job too small
- Personal connection to the mission

Job Description

The Development Manager is a leadership position focused on exceeding annual revenue goals through donor cultivation, grant writing, sponsorship sales and development events. The scope of the role includes strategic and tactical planning, fundraising activities, reporting, and people management. This role reports to the Executive Director, is supported by the Development & Events Coordinator, and works closely with the Marketing Manager and Operations Manager

Requirements

- Experience working in Vail Valley non-profit organizations (development roles with direct fundraising goals preferred)
- Ability to work evenings and weekends as needed, particularly during the Festival
- Comfort with various technologies including GoogleApps, Salesforce.com (PatronManager), and Microsoft Office and familiarity with common development vendors including mailing houses, caterers and hotels

Skills

- Proven verbal and written communications skills
- Demonstrated ability to cultivate and expand donor relationships
- Well-developed organizational skills, integrity and focus on user experience
- Comfort with ambiguity; ability to determine and implement a plan of action
- Persistence through wins and losses

Duties

- Create strategy for, plan and execute annual fundraising campaigns through major gifts, individual giving, business partnerships (gifts and in-kind contributions), foundation philanthropy, grant writing, sponsorships, events (including the annual gala), silent and live auctions, and fundraising experiences (including a donor trip to NYC)
 - Oversee and implement development cycle activities including direct mailings, email communications, tax acknowledgement letters, etc.
- Collaborate with Marketing on communications and solicitation materials, copywriting, donor recognition, media relations and donor benefit fulfillment
- Collaborate with Operations on corporate partnerships, event production, technology management (including database) and donor benefit fulfillment
- Engage the Board of Directors through committees (development, gala and nominating committees), presenting and reporting and recruiting new members
- Participate in annual planning including budgeting and donor experiences