

Annual Giving Manager Job Description

Position Title: Annual Giving Manager

FLSA Status: Salary Exempt, Full-time

Position Reports to: Vice President of Advancement

The Arvada Center is seeking an Annual Giving Coordinator to join our team. We are a well-established organization with a 44-year history and are seeking a development professional who is passionate about our mission and who can add value through maximizing the effectiveness of our annual giving program. This is a position with professional growth potential.

Organizational Mission and Story

The Arvada Center celebrates and elevates the human condition with engaging arts, humanities, education, and entertainment that expand the cultural landscape for everyone who visits us.

The Arvada Center produces, curates, and creates national-caliber arts, humanities, education, and entertainment that are designed to help you see, hear, feel, and think a little deeper. Here, there's truly something for everyone. You'll find something you can not only relate to, but something that resonates—no matter who you are, no matter where you're from.

The Role of the Annual Giving Manager

The Annual Giving Manager will assist in developing a comprehensive strategy for annual giving in conjunction with the VP of Advancement and the development team. This position will execute and track data-driven, multi-year fundraising plans, providing analysis and recommendations for increasing campaign outcomes. This will result in broadening the Arvada Center's donor base, providing strong leadership in annual giving and major gifts donor pipelines, and generating a growing revenue stream for the organization. This person will be a key driver for messaging to both existing and prospective donors, continually adapting a fresh, compelling, and brand-conscious case for support for the Arvada Center's annual giving program.

Team Dynamics

This position will work with a small but dedicated development staff made up of the VP of Advancement, Corporate Relations Manager, Grant Writer and Advancement Assistant. This group is fast-paced, fun and very collaborative. The development team is part of the Office of Advancement, which encompasses Communications/Marketing, Audience Services, Food and Beverage, and Arvada Center Event Spaces (ACES).

Primary Duties

The primary duties of the Annual Giving Manager include, but are not limited to, the following:

- Assess and provide strategy recommendations on the range of tools available to grow annual giving to the Arvada Center, utilizing high-volume solicitations – including direct mail appeals and electronic communications – and broad-based giving programs, including developing a new membership model for galleries.
- Implement an annual giving strategy and establish short- and long-term fundraising goals for the program in conjunction with the VP of Advancement.

- Conceptualize, craft, and implement annual giving appeals, in conjunction with the communications team.
- Develop collaborative relationships with staff and volunteers to help identify stories for fundraising appeals.
- Strengthen and grow the annual giving program, including developing relationships with lower-level donors to create a pipeline for major gifts.
- Manage and grow the GEM (Giving Every Month) program and employee giving program.
- Manage strategy for the end-of-year giving, which includes the stage pitch, Colorado Gives Day, and the end of year appeal, both print and digital.
- Assist with budget planning.
- Develop unique and meaningful stewardship plans for donors.
- Update donor benefits and donor wall annually in conjunction with the development team.
- Manage dedicated donor portfolio of individuals.
- Complete accurate contact reports when donor interactions occur.
- Support and plan donor events as needed.
- Be available and willing to perform other tasks as assigned by direct supervisor. Please note this job description is not designed to cover or contain a comprehensive listing of activities. The Arvada Center development team is small and relies heavily on teamwork.

Qualifications

The successful Annual Giving Manager candidate will have the following experience and attributes:

- Understanding of donor-centered fundraising methods and a proven track record of raising money in a related field; Bachelor's degree, advanced studies and/or CFRE is valued, but not required.
- Understanding of how annual giving fits into overall development functions.
- Ability to cultivate deep and lasting relationships, ask for money, and implement tailored stewardship plans for donors.
- Creativity as well as analytical ability to maximize campaign outcomes and to track for strategic and process improvements.
- Self-motivated with the ability to work independently as well as work effectively as part of a team, instilling confidence and trust among fellow staff and external constituents.
- Exceptional organizational and time management skills, with an ability to prioritize and manage multiple projects simultaneously, seeing projects to completion on deadline and with quality.
- Superior writing skills, including the ability to craft, proofread, and edit persuasive content.
- Strong interpersonal skills.
- High ethical standards, discretion, and confidentiality in working with donor information.
- Proficiency with Microsoft Office suite required. Experience with Tessitura software preferred.
- Must possess a passion for the arts.
- Must possess the ability to relate to diverse communities, including people of varying ages and from a variety of ethnic, cultural, educational, religious and political backgrounds.
- Commitment to lifelong learning and professional development.
- Sense of humor and ability to accept and learn from feedback, experiences, and mistakes is a plus.

Conditions of Employment

This is a full-time, exempt position at the Arvada Center for the Arts and Humanities located at 6901 Wadsworth Boulevard in Arvada, Colorado. This position allows for flexible working hours but will be



required to work occasional evenings and weekends to attend donor events. This position allows for a mix of working in the office and from home. The candidate must pass a background check. The Arvada Center is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, sexual orientation, gender identity, national origin, genetic information, disability or any other status protected by state or local law. Candidates from marginalized communities are especially encouraged to apply.

Compensation for the Annual Giving Coordinator is \$50,000-\$60,000 and includes an excellent package of employee health benefits and generous vacation/holiday pay.

Apply

Please email your resume and a letter of interest to jobs@arvadacenter.org. No phone calls will be accepted. Resumes submitted without a cover letter will not be considered. Applications will be accepted through February 28, 2021.