



## **Development Officer**

Full-Time

### **About Bravo! Vail**

The Bravo! Vail Music Festival is one of the world's premier classical music festivals and serves the local community all year through robust music education programs. The summer festival features four resident orchestras, a wide variety of chamber music concerts, and dozens of free concerts and events throughout the Vail Valley.

### **Bravo! Vail Mission:**

Bravo! Vail presents extraordinary music, accessible to all. We provide extensive music education throughout our community, connect musicians and listeners, and celebrate the evolving world of classical music.

### **Bravo! Vail Vision:**

Enriching lives through the joy and power of music.

Bravo! Vail Values:

Artistic passion and dedication to quality.

Making music education accessible.

Collaboration and connection based in integrity and respect.

Ensuring the success and legacy of our Festival.

Bravo! Vail's administration is made up of collaborative, energetic, and inspired individuals who believe in Bravo! Vail's mission and are proud of its impact on our local community. Workflows vary throughout the year, with the summer festival bringing a high level of intensity and excitement. Whether working independently or as a team, Bravo! Vail staff embrace our core values, pursue excellence, and uplift one another to achieve success.

## **Position Summary:**

The Development Officer is responsible for building and maintaining relationships with individual donors that will result in continued and increased revenue to fulfill Bravo! Vail's mission. They will play a critical role in cultivating and stewarding donor relationships, growing and sustaining the number of annual donors, and implementing the annual fundraising plan. The Development Officer will identify, qualify, cultivate, solicit, and steward gifts from new individual donors while nurturing and furthering existing relationships.

## **Essential Functions**

### **Fundraising and Donor Relations:**

- Manage a portfolio of individual donors and prospective donors. Lead all stages of engagement for the portfolio, including: identification, qualification, cultivation, solicitation and stewardship.
- Create, develop, and support strategies and efforts to cultivate new prospective donors.
- Maintain and increase existing contributions from renewing donors, and secure new donors to assist in achieving Bravo! Vail's overall objectives. Solicit support for a variety of organizational initiatives including: general annual operating support, orchestral underwriting, New Era campaign, education, and other initiatives as directed.
- Develop and execute targeted, personalized strategies to increase donor engagement. Communicate persuasively and professionally through personal visits, written proposals, appeal letters, email and telephone.
- Work closely with colleagues to qualify prospects for major gift solicitation and grow the pipeline for major gifts.
- In partnership with Vice President of Philanthropy and Development team, help to grow the Encore Society (Bravo! Vail's planned giving program) through cultivating and soliciting bequests and endowment gifts as part of overall donor and prospect strategy.
- Meet and exceed financial and contact goals.
- Participate as necessary in the development of fundraising collateral and execution of donor events.
- Proactive use of Tessitura (CRM software), particularly to update donor information and enter contact reports and Plans steps.
- Collaborate internally with Finance, Education, Marketing and other departments as needed.

### **External**

- Work effectively with diverse constituencies and stakeholders including donors, patrons, board members, and volunteers.
- Represent Bravo! Vail at concerts, fundraising and stewardship events, networking events, meetings and other organizations throughout the community.

**Skills and Experience:**

- 5+ years experience fundraising in a non-profit organization. Capital campaign experience preferred.
- Excellent verbal and written communication skills. Able to manage and execute a high volume of strategic, personal communications with donors.
- Excellent interpersonal skills and listening skills; comfortable and confident meeting with and calling donors to discuss their giving. Ability to influence and engage a wide range of people and build long-term relationships.
- Ability to represent Bravo! Vail to potential donors and make compelling asks.
- Knowledge of fundraising best practices, including moves management process.
- Exemplify ethical standards of professional fundraising.
- Strong strategic thinking skills with an ability to use data to make decisions and to translate strategy to action.
- Extremely well-organized, detail-oriented, and able to meet deadlines. Ability to work both independently without close oversight, but also a team player who will productively engage with others both internally and externally.
- Ability to work well in a team environment with a variety of people and personalities.
- Professional, enthusiastic, and positive attitude even in high-pressure situations.
- Strong knowledge of Microsoft Office. Tessitura or other fundraising CRM software experience preferred but not required.
- Knowledge of the local funding community and interest in classical music desirable.
- Ability to work evenings and weekends as needed, particularly during the busy summer festival season.
- Authorization to work in the U.S. is a precondition of employment (depending on position)

**Compensation:**

Salary \$75,000-\$100,000, dependent upon experience

**Benefits:**

- Group insurance (medical, dental, vision, life)
- Health incentive
- Paid holidays, personal/medical and vacation
- Company matching retirement contribution

Bravo! Vail is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or any other characteristic protected by federal, state or local laws.

**How to Apply:**

Email resume and cover letter to [Jobs@bravovail.org](mailto:Jobs@bravovail.org), with subject line: Development Officer Position