



Annual Giving Manager

Organizational Summary

The Arvada Center for the Arts & Humanities celebrates and elevates the human condition with engaging arts, humanities, education, and entertainment that expand the cultural landscape for everyone. The Arvada Center strives to create and maintain an inclusive and welcoming environment for all artists, actors, staff, volunteers, and patrons.

Position Summary

Reporting to the Director of Individual Giving and Patron Experience, this position will implement a comprehensive strategy for the Center's annual giving program. The Manager will be instrumental in expanding our donor base, building a pipeline for major gifts, and driving effective communication strategies aimed at both existing and prospective donors.

Responsibilities

Campaign Management: 30%

- Implement an annual giving strategy in conjunction with the Development team, generating more than \$500k in contributed revenue
- Lead the execution of all annual giving campaigns, including direct mail, digital communications, and special appeals like Colorado Gives Day
- Develop collaborative relationships with staff and volunteers to help identify stories for fundraising appeals

Donor Relations: 30%

- Manage relationships with 50-75 annual donors to foster a stronger major gifts pipeline
- Connect personally with donors through one-on-one conversations at least twice a week to discuss their interests and the impact of their contributions
- Develop meaningful engagement plans for donors and ensure timely and accurate recognition

Program and Event Strategy: 30%

- Donor Events: Strategically plan and execute Behind the Scenes events, Employee Donor events, AC Tours, and other key stewardship events with the Development Staff. Attend public performances to foster 'surprise and delight' moments that enhance donor relationships
- Arts for All Gala: Serve on the Arts for All Gala committee to assist with planning. Coordinate the silent auction, ensuring item procurement, volunteer collaboration, information tracking, and signage development
- Membership and Giving Programs: Manage and expand the GEM (Giving Every Month) and Employee Giving Programs. Coordinate the Art Circle membership, including database management, renewals, appreciation events, and member recognition

Data and Admin Support: 10%

- Coordinate informal and timely appreciation letters and calls
- Using Tessitura, run and distribute Donor Performance Reports
- Analyze campaign effectiveness and provide strategic recommendations for improvements
- Maintain accurate records in the Individual Giving AirTable and Tessitura databases
- Stay apprised of annual and mid-level fundraising strategy trends and best practices to continue to streamline processes and grow revenue

Skills and Competencies

- At least 2-3 years of experience in fundraising, marketing, or a related field, along with an understanding of annual giving dynamics
- Bachelor's degree preferred; CFRE is valued but not required
- Superior writing skills, including the ability to craft, proofread, and edit persuasive content
- Ability to cultivate deep and lasting relationships, effectively solicit donations, and implement tailored stewardship plans for donors
- Self-motivated, capable of working independently as well as collaboratively within a complex and dynamic organization, instilling confidence and trust among colleagues and external partners
- Exceptional organizational and time management abilities, with a knack for prioritizing and managing multiple projects simultaneously to meet deadlines and maintain quality
- High ethical standards, discretion, and confidentiality in handling donor information
- Experience with Tessitura or similar database software preferred
- A passion for the arts
- Ability to engage effectively with diverse communities, including individuals of varying ages, ethnicities, cultural, educational, religious, and political backgrounds

Compensation

This is a full-time, exempt position earning an annualized salary range of \$57,000 - \$63,000 in addition to a benefit package including health, dental, vision insurance plans, term life and accident policies, 401k retirement plan, flexible spending plan, paid time off, and more!

The Arvada Center for the Arts and Humanities 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 based on 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 traditionally marginalized communities are especially encouraged to apply.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Application Instructions

Send an email with your resume and cover letter as PDF to jobs@arvadacenter.org with the job title in the subject line. Resumes without cover letters will not be considered.

*Applications accepted until June 3rd 2024.