



## Director of Corporate Giving

### 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. We strive to create and maintain an inclusive and welcoming environment for all artists, actors, staff, volunteers, and patrons.

### Position Summary

Reporting to the Chief Advancement Officer, the Director of Corporate Giving leads all corporate philanthropy, sponsorship, and partnership efforts for the Arvada Center. This role is responsible for building and managing a high-performing corporate pipeline, securing multi-year commitments, stewarding partners to strong renewal rates, and activating benefits in collaboration with marketing and programming. The Director carries clear revenue accountability toward organizational and event goals and has no direct reports.

### Duties and Responsibilities

#### Strategy & Portfolio Management

- Create and execute the annual corporate development plan, including goals, segmentation, pipeline stages, and activation strategies
- Manage a robust personal portfolio of corporate prospects and partners from identification through cultivation, proposal, closing, fulfillment, and renewal
- Design tiered sponsorship packages, customized proposals, and benefit menus aligned to company priorities (brand awareness, community impact, DEI, employee engagement, client entertainment)
- Build multi-year agreements that stabilize revenue and deepen impact

#### Revenue Generation & Partner Activation

- Lead all corporate solicitations and negotiations; prepare compelling proposals, presentations, and budgets
- Drive year-round opportunities tied to productions, concerts, education, galleries, and community programming; coordinate with Marketing/Communications on deliverables, branding, and public recognition
- For the Arts for All Gala, develop sponsorship levels and secure corporate sponsorships and in-kind partnerships; ensure benefit fulfillment and on-site activation

### Collaboration & Operations

- Partner closely with Marketing/Communications to deliver all sponsor benefits and recognition; ensure measurement and reporting on impressions, audience reach, and agreed deliverables
- Work with Performing Arts, Education, and Galleries to create authentic corporate engagement opportunities (employee nights, volunteer activations, learning experiences)
- Maintain accurate records in the database: moves, proposals, agreements, invoicing, benefit tracking, and impact reporting
- Track and forecast revenue, prepare reports, and provide regular updates to the Chief Advancement Officer
- Represent the Arvada Center at corporate, civic, and industry events to widen the prospect funnel and elevate visibility
- Uphold and demonstrate the values of IDEA (Inclusion, Diversity, Equity, and Access) in all interactions, internally and externally
- Attend team, staff, board and other meetings as needed

### Stewardship & Renewal

- Deliver timely, tailored stewardship touchpoints and impact reports for each sponsor
- Monitor fulfillment and partner satisfaction; address issues proactively to support renewals and upgrades
- Develop an annual partner appreciation and recognition plan across channels and events

### Success Metrics

- Total corporate revenue secured (Center-wide and Gala-specific)
- Multi-year commitments and renewal/upgrade rates
- Number of qualified new corporate prospects added to the pipeline and proposals submitted
- Average corporate gift size and sponsor benefit utilization
- On-time fulfillment of deliverables and sponsor satisfaction (surveys/feedback)
- Accuracy and timeliness of data and revenue forecasting

### Skills and Competencies

- Bachelor's degree in business, marketing, communications, nonprofit management, or related field (or equivalent experience)
- CFRE not required, but preferred
- 6+ years in corporate fundraising, sponsorship sales, or business development with a demonstrated record of closing five- and six-figure partnerships
- Strong proposal writing, presentation, and negotiation skills; ability to communicate value and impact to executive-level decision makers
- Experience collaborating with marketing teams on brand deliverables, media plans, and activation
- Proficiency with CRM systems for pipeline, forecasting, and reporting
- Highly organized self-starter who can manage multiple deadlines and priorities independently
- Inclusive, relationship-oriented approach; ability to engage partners from diverse industries and backgrounds
- Passion for the arts and the Arvada Center's mission

## **Compensation**

This is a full-time, exempt position earning an annualized salary range of \$75,000-\$82,000 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**

Email with your resume and cover letter as PDF to [jobs@arvadacenter.org](mailto:jobs@arvadacenter.org) with the job title in the subject line. **Resumes without cover letters will not be considered.**

\*Applications accepted until January 31, 2026.