

ART STUDENTS LEAGUE OF DENVER

Job Opening: Development Director

ABOUT OUR ORGANIZATION:

The Art Students League of Denver (ASLD) is a dynamic arts organization with a 30 year history. We provide an inclusive art community for artist of all ages and abilities, and support and nurture artistic expression and lifelong learning in all our programs. In addition to the selection of hands on art courses offered year round at our facility, our wide reaching programs include after school art enrichment programs, community engagement programs, visiting artists, studio tours and lectures. Our team is highly collaborative, and we take active steps to maintain a positive and supportive culture. We give employees autonomy, and team members are able to take full ownership within their departments.

POSITION SUMMARY:

Reporting directly to the Executive Director, this full-time, exempt position creates and coordinates ASLD's development goals, manages a plan to raise \$650K annually, and builds and maintains a portfolio of 100 existing and prospective donors (including major donors, with gifts at or above \$5K), and corporate sponsors.

DUTIES AND RESPONSIBILITIES:

- Create and maintain an annual Development Plan to support ASLD's Strategic Plan and Budget, which includes individuals and corporate sponsorship.
- Staff Board of Directors Development Committee and create opportunities for Board involvement in philanthropy.
- Supervise development contractors (Grant Writer, Event Planners as needed)
- Manage relationships with approximately 100 major gift donors.
- Qualify new prospects for assignment to the major gifts portfolio, create a comprehensive strategy for each donor/prospect in the portfolio, and execute that strategy in a manner in which donors are respected, retained, and inspired to increase their support.
- Directly solicit major and planned gifts, and partner with senior and program staff and/or volunteers on donor engagement opportunities.
- Manage relationships with corporate sponsors.
- Provide support to executive director in preparation for donor interactions, including briefing materials in advance of meetings with donors, corporate sponsors, and prospects.
- Develop and participate in strategic donor engagement opportunities, such as small events for select donors/prospects in the portfolio, and donor recognition events.
- Track key relationship activity and progress. Create reports as required to reflect progress toward strengthening relationships and increasing donor and sponsor support.
- Work with Event Planner and Marketing staff to implement annual events.
- Other duties as assigned.

KNOWLEDGE, SKILLS, EXPERIENCE:

- 3-5 years experience in development, including major gift management and corporate sponsorships
- Demonstrated experience managing successful annual giving campaigns (with avg. gift sizes of \$500-\$750), and securing major gifts of \$5K or more
- Ability to meet and interact with the public and represent ASLD
- MS Office, experience working with databases
- Must be flexible and able to handle multiple tasks
- Ability and willingness to work evening hours and weekends when required
- Must have a great sense of humor and like to work with a variety of people

COMPENSATION & BENEFITS

The compensation for the Development Director position is based on market data and commensurate with experience. Generous benefits package, including employer paid medical, dental and long-term disability insurance. Employees also receive free courses for themselves and discounted courses for family members. Flexible work schedule available.

ORGANIZATIONAL COMMITMENT

ASLD is an equal opportunity employer that values workplace diversity and strives to be an inclusive organization. We are committed to building a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Open until filled.

To apply, please send a resume and cover letter to Rachel Basye, Executive Director, r.basye@asld.org.