

# ART STUDENTS LEAGUE OF DENVER

## **Job Opening: Development Manager**

### **ABOUT OUR ORGANIZATION:**

The Art Students League of Denver (ASLD) is a dynamic arts organization with a 35 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 \$750K annually, and builds and maintains a portfolio of existing and prospective donors (including major donors, with gifts at or above \$1000), 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.
- Work with Board of Directors Development Committee and create opportunities for Board involvement in philanthropy.
- Manage relationships with 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.
- Develop and manage relationships with corporate sponsors.
- Create and execute annual direct mail giving campaigns.
- Develop and participate in strategic donor engagement opportunities, such as small events for select donors/prospects in the portfolio, and donor recognition events.
- Develop donor communications such as annual report, quarterly letters, email updates.
- Work with team members to design and implement signature annual events.
- Provide support for grant strategies, applications and reports and steward grantor relationships.
- Maintain donor database (e-Tapestry).
- Other duties as assigned.

**KNOWLEDGE, SKILLS, EXPERIENCE:**

- 3-5 years development experience, including major gift management, event planning and corporate sponsorships
- Demonstrated experience managing successful annual giving campaigns (with avg. gift sizes of \$500-\$750), and securing major gifts of \$10K or more
- Ability to meet and interact with the public and represent ASLD
- MS Office, Google Suite, e-Tapestry or other Blackbaud products preferred
- Strong written and verbal communication skills
- Demonstrated ability to work independently and collaboratively
- Be flexible and able to handle multiple tasks
- Ability and willingness to work evening hours and weekends when required
- Strong interpersonal skills, great sense of humor and like to work with a variety of people

**COMPENSATION & BENEFITS**

The compensation range for this position is \$63K-\$68K annually, based on market data and commensurate with experience. ASLD's full-time employees qualify for a generous benefits package including: paid leave (15 days vacation starting year one), employer paid medical, dental and long-term disability insurance, 403b match, flexible work schedule, as well as opportunity to take courses at no cost.

Applicants should email a resume and cover letter describing their interest in the Development Manager position to [r.basye@asld.org](mailto:r.basye@asld.org). Please include "Your Name – Development Manager" in the subject line of the e-mail. Applications will be reviewed on a rolling basis. Only potential candidates will be contacted. Open until filled.

**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.