



90 Benchmark Road, Suite 300

Avon, CO 81620

POSITION: Vice President of Membership & Development

LOCATION: Vail Valley, Colorado (Vail, Avon, Edwards)

STATUS: Active and Current Search

VAIL VALLEY FOUNDATION – OVERVIEW

The Vail Valley is best known for its year round resort activities, where residents and visitors embrace the lifestyle of a vibrant mountain community. Located West of Denver, the Vail Valley offers all of the cultural and educational amenities of the city with a backdrop of the Rocky Mountains and all the pleasures of outdoor recreation and athletic events.

Since 1981, the Vail Valley Foundation has been dedicated to sustaining and enhancing this lifestyle from an educational, cultural, athletic and community-based perspective, enriching the mind, body and soul of the Vail Valley community. It has had the privilege of providing the Vail Valley with a vast array of world-class events and programs, literally and figuratively bringing the world to the Valley and introducing the Valley to the world.

The Vail Valley Foundation cultivates and enriches the vital spirit of what residents and visitors have come to know as the Vail Valley. The Foundation's mission is to "provide leadership in athletic, cultural and educational endeavors to sustain and enhance the quality of life in the Vail Valley". Fueled by the generous support of donors and surrounding support of the community and its volunteers, the Foundation is responsible for events such as the International Dance Festival; the American Ski Classic; the Teva Mountain Games; free community concert series such as Street Beat, Hot Summer Nights, and Show Downtown; as well as hosting the World Alpine Ski Championships.

As a community-focused organization, the Vail Valley Foundation's philosophy on education is one of "cradle to college." Its education programs range from "The Magic Bus" and full-time kindergarten on the early-childhood end of the continuum to college scholarships and Foundation grants supporting high school students of the Vail Valley.

VICE PRESIDENT OF MEMBERSHIP & DEVELOPMENT

Reporting to President, this individual is responsible for providing direction, guidance and mentoring as needed to the members of his/her staff in their efforts to meet the department goals and objectives. The Vice President of Membership & Development is responsible for strategic, long range planning for the department, management of existing donor programs and membership services and events, oversight of the educational efforts of the Foundation, creation of new donor programs as needed and overall management of any special and capital funds that may come into existence.

SPECIFIC RESPONSIBILITIES:

The Vice President of Membership & Development's primary responsibility is the strategic execution and management of a comprehensive fund raising program for the organization. This person will lead the staff and direct all aspects of fund raising, donor relations and membership services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

- Oversee all aspects of donor programs and membership services.
- Determine annual giving goals and build strategic and tactical plans for achieving these goals.
- Lead a development staff of approximately ten full time, year round employees.
- Manage multiple committees and find ways to engage the committee for increased and effective volunteer solicitation and other activities.
- Focus on effective communication and solicitation activities within specific campaigns identified as having potential for the greatest growth.
- Oversee all giving and donor relations programs, data entry, gift processing, donor stewardship, and all additional aspects of the organization's constituent relations software.
- Formulate and execute a communications program supporting the overall fund raising of the organization.
- Work effectively with staff to gain strong participation for all giving within all campaigns and build strategies for moving donors to higher giving levels.
- Manage a prospect pool with annual goals for personal visits and giving outcomes.
- Identify, cultivate, solicit and steward a portfolio of no less than 150 prospects.
- Successfully solicit, close and steward major gifts at least in the six figure range.
- Secure donations from Board Members and utilize Board Members to help secure new gifts.
- Develop and implement a program for planned giving.
- Work closely with other members of the management team including the finance, marketing and events departments.

- Establish close working relationships with several community organizations including the Bravo! Vail Valley Music Festival and the Beaver Creek Resort Company.
- Provide consistent communication and engagement to develop a positive relationship between the organization and the prospects.

QUALIFICATIONS:

Required 8+ years of fundraising experience with management experience, event management, direct mail experience and/or relevant experience in sales, marketing, or other related fields; meaningful experience with donor/client stewardship and cultivation, donor/client solicitation/sales, and donor/client moves management, and fulfillment of donor stewardship programs. Further qualifications include the ability to work diligently and independently; the ability to knowledgeable and enthusiastically represent the Vail Valley Foundation; the willingness to travel and work non-traditional hours. The ideal candidate should also possess basic knowledge working with a staff overseeing annual giving programs, volunteer management to assist in events, strong organization and communication skills, adequate technology and database skills, and an undergraduate degree from a four-year college or university.

BENEFITS AND COMPENSATION:

This is a salaried, full time year-round position eligible for all VVF benefits including: health, vision, dental (none of which are currently of any cost to the individual employee); a ski pass; free event attendance opportunities; and a 401k.

TO BECOME A CANDIDATE:

Please send a cover letter, resume and references to jobs@vvh.org.