



Title: Development Manager
Classification: Full-Time
Reports to: Director of Development
Department: Institutional Advancement

About Bravo! Vail

The Bravo! Vail Music Festival brings world-renowned musicians to picturesque venues throughout the Vail Valley for six weeks, drawing music lovers from around the world. As stewards of exceptional orchestral and chamber music in the Vail Valley, Bravo! Vail is also proud to continue the tradition of providing the very best education programs to youth and adults.

Bravo! Vail Mission: Bravo! Vail enriches people's lives through the power of music by: • Producing the finest performances by the greatest artists; • Fostering music education; • Promoting a lifelong appreciation of the arts.

Bravo! Vail Vision: Once in a lifetime musical experiences. Each and every time.

Bravo! Vail Values: • Advances excellence; • Shares artistic passion; • Acts with integrity and respect; • Embraces collaboration.

Bravo! Vail's administration is a tight-knit, collaborative group of happy, active people who value each other as team members. Each department at Bravo! Vail takes great pride in their work, while also taking great pleasure in the unique Vail lifestyle. The relaxed, dog-friendly office is full of camaraderie (and snacks), and during the summer while the festival is on, the work is intense and the energy is infectious.

Position Summary:

The Development Manager is responsible for building and maintaining relationships with individual donors that will result in continued and increased revenue to advance Bravo! Vail's mission. In partnership with the Director of Development and the Institutional Advancement team, the Development Manager will execute the organization's annual giving efforts among mid-level

donors, including assisting in the drafting and implementation of the annual fundraising plan, sustaining and growing the number of annual donors, increasing the size of individual donations, tracking data and making strategic decisions to improve results. They will identify, cultivate, solicit, and steward gifts from new individual donors while nurturing and furthering existing relationships. This position will work closely with the entire Institutional Advancement department.

Essential Functions:

- Fundraising and Donor Relations
 - Manage a portfolio of approximately 150 individual donors and prospective donors. Lead all stages of engagement for donors within the portfolio, including: identification, qualification, cultivation, solicitation and stewardship.
 - Maintain and increase contributions from renewing donors, and secure new donors to assist in achieving Bravo! Vail's overall objectives.
 - Develop and execute targeted, personalized strategies to increase donor engagement. Communicate persuasively and professionally through personal visits, written proposals, appeal letters, email and telephone.
 - Work closely with colleagues to qualify prospects for major gift solicitation and grow the pipeline for major gifts.
 - In partnership with Vice President of Philanthropy and Institutional Advancement team, help to grow the Bravo! Vail's planned giving program through cultivating and soliciting bequests and endowment gifts as part of overall donor and prospect strategy.
 - Meet and exceed financial and contact goals.

- Internal – Institutional Advancement team and Other Departments
 - Partner with the Director of Development and Institutional Advancement team to develop, market, implement, and enhance both existing and new giving programs, such as online and monthly giving initiatives. Work with the team to develop engagement opportunities for targeted audiences and affinity groups.
 - Assist the Institutional Advancement team in the development and implementation of discovery work and patron roadmap strategies to identify and cultivate prospective new donors.
 - Develop and implement a welcome program in the Vail area to Bravo! Vail and cultivate for future engagement and giving opportunities.
 - Participate as necessary in the development of fundraising collateral and execution of donor events.
 - Proactive use of Tessitura.

- External
 - Work effectively with diverse constituencies and stakeholders including donors, patrons, board members, and volunteers.
 - Represent Bravo! Vail at concerts, fundraising and stewardship events, town council meetings and other organizations throughout the community.

Skills and Experience:

- 3+ years experience in non-profit organization, with fundraising experience preferred. Proven

ability to develop relationships with individuals that result in philanthropic investment is ideal.

- Excellent verbal and written communication skills. Able to manage and execute a high volume of strategic, personal communications with donors.
- Excellent interpersonal skills and listening skills; comfortable and confident meeting with and calling donors to discuss their giving. Ability to influence and engage a wide range of people and build long-term relationships.
- Ability to represent Bravo! Vail to current and potential donors and make compelling asks.
- Strong strategic thinking skills with an ability to use data to make decisions and to translate strategy to action.
- Strong critical thinking and problem solving skills.
- Extremely well-organized, detail oriented, and able to meet deadlines. Ability to work both independently without close oversight, but also a team player who will productively engage with others both internally and externally.
- Knowledge of and/or enthusiasm to learn about fundraising best practices, such as moves management process.
- Exemplify ethical standards of professional fundraising.
- Strong knowledge of Microsoft Office. Tessitura or other fundraising Customer Relationship Management software experience preferred but not required.
- Knowledge of the local funding community and interest in classical music desirable.
- Ability to work evenings and weekends as needed, particularly during the busy summer festival season.
- Bi-lingual in Spanish a plus
- *Authorization to work in the U.S. is a precondition of employment*

Compensation:

Salary \$55,000-\$75,000

Benefits:

- Group insurance (medical, dental, vision, life)
- Health incentive
- Paid holidays, personal/medical and vacation
- Company matching retirement contribution

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or any other characteristic protected by federal, state or local laws.

How to Apply:

Email resume and cover letter to jobs@bravovail.org, with subject line: Development Manager Position