



## JOB DESCRIPTION

**JOB TITLE:** Individual Giving Associate  
**REPORTS TO:** Director of Development

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### **JOB SUMMARY:**

The Individual Giving Associate is responsible for expanding the Grand Teton Music Festival's base of individual donor support. The Individual Giving Associate also serves as a key partner to the Director of Development, working to optimize donor experiences and the Festival's fundraising program.

### **DUTIES/RESPONSIBILITIES:**

Increase the number of and dollars raised from individual annual donors. The Individual Giving Associate will do this by soliciting new, renewed, and increased gifts through direct mail, email blasts, social media posts, program book ads, in-person visits, and other channels. The Associate will set an annual strategy and measurables for individual annual donors with guidance from the Director of Development. She/They/He will then own the execution of that strategy over the course of the year. The Associate will use the fundraising database (Raiser's Edge) to track all appeals and report out on progress to the Director of Development and Institutional Advancement Committee. *Percent of Time Spent on Achieving Results: 35%*

Grow the pipeline for major gifts. The Individual Giving Associate will use a combination of wealth screening (iWave) and personal research to identify prospective and current donors with the linkage, ability, and interest to make major gifts. She/He/They will use the results of screening and other research to build a list of major gift prospects for review by the Director of Development and Institutional Advancement Committee. The Associate will refresh this list on an annual basis and use constituencies or attributes to identify prospects in the fundraising database (Raiser's Edge). *Percent of Time Spent on Achieving Results: 20%*

Manage the stewardship of individual donors at all levels. The Individual Giving Associate will produce and mail all gift acknowledgements on a weekly basis and create systems to provide donors with additional recognition (notes, emails) from GTMF leadership where appropriate. The Associate will coordinate GTMF's fulfillment of benefits, including individual sponsorships, event invitations, and other personalized experiences. He/She/They will track specific stewardship steps in the fundraising database (Raiser's Edge). The Associate will also manage the production of marketing materials promoting the benefits of giving as well as advise on the revision of benefits over time. *Percent of Time Spent on Achieving Results: 35%*

Complete other projects as assigned by the Director of Development. The Director of Development may ask the Individual Giving Associate for assistance from time to time with projects like the editing/review of grant proposals, planning of special events or trips, or maintenance of the database. *Percent of Time Spent on Achieving Results: 10%*

**SUPERVISORY RESPONSIBILITY:**

Job title of employees directly supervised: Seasonal GTMF Employees upon assignment.

**MINIMUM EDUCATION AND EXPERIENCE:**

Bachelor's degree plus 1 – 3 years of experience in nonprofit fundraising, nonprofit administration, marketing, project management, event planning, hospitality, or another customer-focused environment.

**REQUIRED SKILLS/ABILITIES:**

Must maintain a valid driver's license.

Experience with standard office equipment – phone, photocopier, scanner, etc.

Experience with Microsoft Office and/or Google Suite.

Proven writing ability.

Excellent communication skills.

Exceptional time-management skills, personal organization, and attention to detail.

Excellent interpersonal skills and ability to deal with all types of people, questions, issues.

Demonstrated tact, diplomacy, and respect to others.

Night and weekend hours required during the 8-week summer festival.

**PHYSICAL REQUIREMENTS:**

Ability to regularly sit for long periods of time – over 70% of the time.

Ability to frequently talk and hear donors, potential donors and board members in person or via phone calls – up to 70% of the time.

Ability to repetitively move wrist, hand and/or fingers – over 70% of the time.

Ability to see 20 feet or more, 20 inches or less, and precise hand-eye coordination preparing mailings, driving, typing on computer & writing.

Ability to frequently lift/carry up to fifty (50) pounds.

**COMPENSATION:**

The salary range for this position is \$45,000 - \$62,000, depending on the experience and availability of the candidate.

**BENEFITS:**

Full employee medical, dental and vision insurance coverage is available.

403b tax retirement plan and match is available immediately.

Paid Time Off starting at 15 days.

Paid holiday schedule.

Flexible work schedule available September – May

Complimentary tickets to Festival performances.

Two one-day ski passes redeemable at JHMR, Grand Targhee or Snow King.

To apply, please email a resume and letter of interest to [jobs@gtmf.org](mailto:jobs@gtmf.org). No phone calls please.

The preceding job responsibilities and tasks were designed to indicate the general nature and level of work performed by associates in this job. It is not designed to contain or be interpreted as a comprehensive inventory of all job duties and responsibilities required of associates assigned to this job. Associates may be required to perform other duties as assigned. Additional job competencies, individual goals, and performance measurements are set at the department level.

***For HR Use Only***

*Job Description Created: 05/05/22*

*Job Description Revised: 05/31/22*