



## **Annual Giving Manager**

at The American Alpine Club  
Golden, Colorado

Reports To: Chief Advancement Officer  
Classification: Manager  
Location: Golden, CO preferred  
FLSA Code: Exempt

Salary Range: \$50,000 - \$60,000 DOE plus a generous benefits package

Applications Due by January 3, 2022

### **Annual Giving Manager Position Summary**

The Annual Giving Manager (AGM) is a key player on the AAC's advancement team and will significantly contribute to the organization's revenue goals by driving annual giving campaigns and owning a diverse portfolio of donors including individuals, grantmakers, and volunteers to the American Alpine Club.

#### **As the Annual Giving Manager, you will:**

- Manage year-round campaigns including Year-End, unrestricted donations, and program-specific campaigns.
- Cultivate a portfolio of AAC supporters and work to meet fundraising goals and strengthen donor ties to the organization.
- Work in tandem with the marketing and program departments creating, implementing, and evaluating the AAC's annual giving.
- Oversee strategies that lead to sound donor cultivation, prospecting, segmenting, acknowledging, recognition, and stewardship.
- Promote and manage third-party fundraising vehicles including Amazon Giving, corporate matching programs, and text-to-give.
- Can easily articulate to all stakeholders the value proposition of the organization.
- Maintain a fast-paced schedule of face-to-face/Zoom call visits and communicate regularly with prospects to raise awareness and highlight AAC achievements while working with them to support their storytelling efforts around the AAC and our mission.
- Draft fund agreements and work with the advancement and operations teams to ensure timely and accurate donor stewardship, while ensuring data is maintained accurately in the database.
- Coordinate donor cultivation events nationwide, including small events and climbing outings.
- Help expand and manage the planned giving program with the Chief Advancement Officer.

- Support the CEO, Board directors, Program staff, and volunteers at AAC and community-focused events.

**You are a strong fit for this role if you have:**

- Approximately 3 years of experience in development, fundraising, communications or philanthropy.
- Strong written and oral communication skills are a must.
- Advance JEDI (justice, equity, diversity, and inclusion) principles and foster an environment of inclusivity both internally and externally. You understand how this work will advance the organization, philanthropic, and outdoor recreation communities.
- Excellent conversation and presentation skills, with an ability to quickly establish rapport and effectively react in dynamic, external, and internal-facing situations.
- Ability to work on multiple projects concurrently, both independently and as a strong cross-departmental collaborator.
- A willingness to mentor.
- Understanding of the climbing / outdoor industry and a passion for the AAC mission.
- Demonstrated self-awareness, cultural competency and inclusivity, and ability to work with colleagues and stakeholders across diverse cultures, backgrounds, and experiences.
- Experience with Microsoft Excel & Word, data analysis and projections, Google Suite, Canva, and database systems preferred.
- Willingness to travel up to 30% of the time.

**Benefits**

The AAC currently offers a comprehensive benefits package including Club-paid medical, dental, vision, life, and AD&D insurance and an HRA medical reimbursement plan, a wellness program, a matching 403(b) retirement plan, flexible schedule, pro deals, generous paid time off, and maternity/paternity leave. Benefits are reviewed annually and change as needed and team members are notified when they occur.

**Reporting Relationship**

The Annual Giving Manager will report to the Chief Advancement Officer, CJ O'Reilly (she, her, hers.) The AGM is a member of the Advancement Team and collaborates with the entire American Alpine Club staff to advance the AAC mission and support the climbing community.

**How to Apply**

All who love the AAC mission are encouraged to apply, including people of color and Black, Indigenous, transgender, and non-binary people.

Please email your resume and cover letter to **[rfleming@americanalpineclub.org](mailto:rfleming@americanalpineclub.org)**. Use "Annual Giving Manager – [Your Last Name]" as the subject line – no phone calls, please.

Please label your resume and cover letter as follows:

[Your Last, First name resume] [Your Last, First name CV]

The position will remain open until filled with an exemplary person. Only potential interviewees will be contacted. Applications without cover letters will not be considered.

The AAC is an equal opportunity employer. Your gender, religion, sex life, skin color, first language, and size and ability of your body do not factor into employment decisions here. Neither do your friends in high places. If you love our mission and are good at what you do, come as you are.

## **About the AAC**

Founded in 1902, the [American Alpine Club \(AAC\)](#) envisions a united community of competent climbers and healthy climbing landscapes. For more than a century, the AAC has built relationships with conservation-minded organizations and government agencies, funded and documented some of the world's most significant climbs—including historic expeditions to K2 (1939 and '53), the first ascent of Hidden Peak ('58), the first American summit of Mount Everest ('63), and Antarctica's Mount Vinson ('66)—and connected climbers from a variety of backgrounds. Founding members include many early female climbers and suffragists, like Annie Peck and Fanny Bullock Workman.

For over 100 years, climbers have come together and found their place at the AAC. Today, the AAC has before it the opportunity to push the needle and reimagine what community means among climbers. Banding together as a collective of patient, collaborative, problem-solving climbers, we're up for the challenge.