

EXTERNAL WEBSITE

The Aspen Institute

Aspen, CO

Managing Director (full-time)

Job Description:

1. Oversee the execution of all efforts for the Aspen Institute's Literary Arts program, assuring quality control over all events, program correspondence and marketing materials.
2. Hire and supervise staff, review performance of staff, provide ongoing feedback and identify professional development opportunities.
3. Manage the budget and financial integrity of the program, with Executive Director.
4. Develop fundraising strategy, engage donors and raise funds, with Executive Director.
5. Maintain detailed systems and track donor information to cultivate and expand Aspen Words membership.
6. Manage existing national partnerships and identify and develop new partnerships, sponsorships and grant opportunities, with Executive Director.
7. Represent the program to external audiences, particularly on the Aspen community level, with Executive Director.
8. Provide strategic guidance on marketing plans, program branding, social media and digital presence and other communications efforts to expand the Aspen Words audience.
9. Communicate with Board, attend Board meetings and follow up on related tasks; attend committee meetings as necessary, work with the board on implementing programming ideas and initiatives, strategic and long-range planning and development efforts.
10. Identify and recommend potential new board members.
11. Assist in design and strategic planning to further the program goals, and identify opportunities to improve the quality and efficiency of all programming, focusing on the organizations role in using literature to bring together diverse people in order to drive change.
12. Other duties as assigned.
13. Position eligible for part-time telecommuting.

Job Requirements:

Bachelor of Arts degree or foreign equivalent followed by seven (7) years of progressively responsible experience in non-profit management or arts administration, with a focus in fundraising, financial management, marketing, and/or events.

Position also requires any amount of experience with each of the following:

- Managing a team in both personnel and program management, including providing feedback, training and team development, and creating manageable workloads.
- Branding and strategic marketing, including the use of social media and web platforms.
- Fundraising, including writing grants, stewarding donors, and securing corporate sponsorships and partnerships.
- Event planning and conference organization.
- Working with a Board of Directors and with senior-level stakeholders in the private, public, and nonprofit sectors.
- Navigating databases, creating budgets, and managing finances.
- Demonstrated knowledge* of literary arts, contemporary literary figures, and the publishing industry.

Annual Salary Range: \$100,000 - \$110,000

Knowledge may be demonstrated by education, training, and/or experience. Any offer of employment may be contingent upon receipt of acceptable results from a post-offer background screening, if required for the position, based on the specific position which may include, for example, identity verification, employment history, or criminal records history.

40 hours per week. Work location: 110 E. Hallam Street, Suite 116, Aspen, Colorado 81611.

If interested, please e-mail resume to: kawanna.jenkins@aspeninstitute.org and reference 19-746.