

**Ski & Snowboard Club Vail
Advancement Manager Job Description
10/19/21**

SSCV Advancement Manager – This position reports to the SSCV Director of Advancement and works in close collaboration on a daily basis with the Director of Advancement to assure achievement of overall goals and objectives of SSCV Advancement. This position requires strong writing skills and verbal communication skills and a collaborative, communicative team approach in the workplace. This position includes some evening and weekend work. For questions and to apply please email resume to sschmidt@skiclubvail.org .

o Development planning, solicitations and administration, including

- assist with annual campaign and capital campaign launch and ongoing assistance, including solicitations and stewardship plus doing development administration as outlined below
 - annual campaign, capital campaign and in-kind donor benefit fulfillment/tracking along with assistance with donor stewardship
 - sponsorship and grant applications and follow-up reporting/recaps
 - sponsorship and grant activation package fulfillment/tracking along with assistance with sponsor stewardship
 - donor data entry, mailings, thank you notes and prospect/solicitation tracking for all of the above and related tie outs to Quickbooks
 - volunteer recognition tracking and fulfillment items, if any

o Communications operational plan/execution/goal achievement, including

- Web sites
 - SSCV web site overall management and structural updates
 - SSCV web site content updates and input of these web site updates for special events, alumni, in-kind donations, communications, sponsorships and other sections relevant to this position's functional areas
 - collection and input of SSCV web site updates of all other sections of the website, including without limitation, athletic program descriptions, but excluding updates to limited operational areas such as early season training and the handbook section
 - special event web site overall management and updates-e.g.-bike swap, ski and snowboard swap, Steadman Clinic Vail Cup, celebration of winter and websites containing information on the off-snow aspects of special events
- Annual Report content creation and graphic design in simplified format-e.g. - Executive Director message, photos, financials, donor and sponsor recognition lists, community partner recognition, results overviews, messaging amidst the photos to advance SSCV mission
- press releases, social media (Twitter, Facebook, Instagram), Clubhouse News content creation, graphic design, as applicable, and posting
- photography and videography
- invitations, advertising, marketing, posters and other materials and online content for special events, admissions, sponsorships, enrollments and other Advancement initiatives including without limitation, annual campaign and other fundraising and friendraising initiatives – content and graphic design
- club-wide and strategic announcements
- assist Director of Advancement with Advancement strategic messaging along with fundraising and friendraising messaging
- press/other media relationship management including Vail Daily relationship and related ad budget management including yearlong press schedule
- Ski Racing Academy "academy issue" content

o Special Events operational plan/execution/goal achievement, including

- bike swap
- nordic swap
- SSCV membership community gathering (to also include ribbon cutting for one season only)

- ribbon cutting for community members and alumni parents and athletes (one season only)
- ski and snowboard swap
- recognition/farewell event for former SSCV Executive Director
- staff only event(s)
- fundraising/friendraising fall events to replace and exceed net revenue from fall fundraising event at BOL and Celebration of Winter
 - discipline specific fundraising events/initiatives
 - community-wide event
 - raffle
 - email auctions
- off-snow aspects of on-snow events (Vail Cup, Community Days at Golden Peak, Nordic Town Series, championships which SSCV is awarded bids for (e.g. -bibs, prizes, advertising, championship series award banquet, parent and athlete socials, etc.))
- annual campaign/capital campaign leadership donor recognition dinner
- First Tracks and breakfast event
- season end high level awards dinner, including collecting and tracking winners from program directors, sourcing awards for year-end awards dinner, dinner planning, invitations, etc. (or alternatively, virtual awards newsletter TBD)
- volunteer recognition event
- alumni hall of fame/wall of excellence event planning and execution and such other alumni event planning needed in accordance with alumni relations plan
- summer revenue opportunities (e.g.-clubhouse rental)
- budget management/open receivables/tie outs with QuickBooks and donor database entry for all special events and other fundraising initiatives, including invoicing, payment, pledge payment and outstanding receivables tracking in collaboration with Director of Advancement and finance
- acquisition, oversight and tracking of volunteers for all of above special events initiatives
- such other special events and as may arise from time to time, including Board Community Advancement Committee initiatives

o **Sponsorships and In-Kind Donations operational plan/execution/goal achievement, including**

- identification, acquisition, fulfillment and stewardship of special event and other types of sponsors, including without limitation, Community Days at Golden Peak, Nordic Town Series, Vail Cup, ski and snowboard swap, bike swap, nordic swap, cycling team and championship events in coordination with Director of Advancement to align with overall fundraising strategy
- ongoing sponsor relationship tracking, invoicing, management, fulfillment and stewardship of new sponsors as well as current sponsors including those set forth on the SSCV website page at <https://skiclubvail.org/support/sponsors/>
- all administrative aspects of sponsorship management, including without limitation, donor database data entry, thank you notes and tie outs to Quickbooks

- o assisting Director of Advancement with Board Community Advancement Committee initiatives as requested
- o such other duties as Director of Advancement may assign from time to time