

Vail Symposium
Office and Fundraising Coordinator

The Vail Symposium is a 46-year-old nonprofit organization with a mission to provide thought-provoking, diverse and affordable educational programs for the Vail Valley community. Covering a variety of subjects from cultural arts and world affairs to economics and outdoor adventure, programs are geared to an adult audience and include presentations from world leaders and field specialists at a variety of venues throughout the valley.

We are looking for an energetic and engaged team member to help with day-to-day operations of our office, and maintain our donor database and donor communications. Successful candidates will have excellent time management, customer service, organizational skills, technological proficiency and attention to detail. The position is year round, part-time and salaried.

Please visit www.vailsymposium.org/jobs for complete job description and application information.

JOB DESCRIPTION/RESPONSIBILITIES:

Reporting to the Executive Director, this part time position supports the day-to-day operations of the Vail Symposium office, staff, board and donors.

- Handle office mail
- Basic Bookkeeping, including paying of bills
- Data entry and file maintenance
- Maintain office supplies and equipment
- Maintain donor database
- Donor renewal communication and thank you letters
- Assist with grant application preparation
- Coordinate setup of meetings and take minutes
- Provide additional administrative support as requested.

REQUIREMENTS/QUALIFICATIONS:

- Minimum 2 Year College Degree
- Proficient in MS Office suite, Email, Internet
- Requires strong communication skills, both verbal and written, organizational skills, both analytical and problem solving, and the ability to work with confidential documents.
- Ability to manage multiple tasks and achieve deadlines under pressure.
- Donor database or other CRM software experience preferred but not required.
- Support others at times as we have a small office staff

The position is year round, part-time. Due to the anticipated volume of responses, we will contact only those candidates who most closely match our requirements. Only local candidates will be considered. Please send cover letter and resume to jobs@vailsymposium.org.