



Development Coordinator and Donor Liaison

Aspen Center for Physics is a unique, internationally recognized nonprofit that welcomes scientists from around the world to engage in workshops and programs that advance research at the frontiers of physics and fundamental science. We foster a dynamic, highly interactive, and cross-disciplinary environment that encourages deep collaboration and breakthrough thinking.

Our small, collaborative staff works in close partnership with a dedicated group of volunteer physicists—including our general members and board of trustees—who actively shape and oversee our scientific programming. This distinctive model keeps our programs focused on the most pressing and exciting questions in physics while enabling nimble and efficient operations.

We are currently in the pre-phase of a major capital campaign designed to secure the long-term vitality and impact of the Center. This initiative will support the construction of on-site housing for program participants and establish an endowment to sustain our operations and programming. The Development Coordinator and Donor Liaison will play a key role in supporting this effort and helping to advance the mission of the Center.

Job Description:

The Development Coordinator and Donor Liaison is responsible for supporting all aspects of fundraising operations and donor engagement. This includes database management, gift processing and acknowledgment, donor communications, campaign coordination, and event logistics.

The ideal candidate brings a mix of administrative precision, excellent communication skills, and a passion for relationship building. This is an exciting opportunity to work closely with leadership and scientific advisors in a high-impact, intellectually stimulating nonprofit environment.

This position will work closely with the Development/Campaign Committee and management of the Center (Administrative Vice President, President, Chair of the Board of Trustees, and other Members of the Center), as well outside consultants that may be engaged to help with the campaign.

Key Responsibilities:

Fundraising Operations

- Maintain accurate donor records and campaign data.
- Process and track donations, generate acknowledgment letters, and maintain a consistent stewardship calendar.



- Assist in managing the donor pipeline for the capital campaign, including tracking prospects, gifts, and follow-ups.
- Prepare fundraising and stewardship reports for internal and board use.

Donor Engagement & Communications

- Draft and coordinate donor communications including emails, impact updates, and thank you notes.
- Create templates for acknowledgements and invitations.
- Assist in producing campaign materials and personalized outreach for key stakeholders.

Event & Campaign Support

- Provide administrative and logistical support for donor briefings, cultivation events, and stewardship meetings.
- Coordinate small gatherings involving scientists and supporters, both virtual and in person.
- Support donor recognition activities across channels, including social media, reports, and print materials.
- Plan and support donor events at the Center, including coordinating logistics, setting up event spaces, welcoming guests, facilitating meaningful interactions between attendees and physicist hosts, and providing on-the-ground assistance to ensure a successful experience.

Required Qualifications and Skills:

- Bachelor's degree
- 1–3 years of experience in fundraising, donor relations, or similar roles.
- Proficiency with development databases, MS Office, Google Suite.
- Strong writing, editing, and interpersonal communication skills.
- Able to communicate effectively with individuals at all levels, from donors to scientists.
- Friendly, approachable, and enjoys engaging with others and building relationships.
- Detail-oriented with the ability to manage multiple tasks and deadlines.
- A collaborative spirit and comfort working in a small, dynamic team environment.
- Interest in science, research, or science outreach is a plus.

Compensation Details:

- This is a full-time, year-round position based in our Aspen office. Half-time will be considered for a highly experienced candidate if requested. Evening/weekend availability for events.
- The salary range is commensurate with experience.



- Our comprehensive benefits package includes: health insurance, a retirement plan with employer contribution, generous paid time off, and access to a discounted ski pass.

To Apply:

Send a cover letter and resume (including 2 professional references) to acp@aspenphys.org with the subject line: Development Coordinator and Donor Liaison.

It is the policy of Aspen Center for Physics to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, income level or any other characteristic protected by law. Under applicable laws, Aspen Center for Physics employs only United States citizens and individuals who are authorized to work in the United States.