

Senior Manager for Institutional Giving

Department: Advancement

Job Status: Full-time

FLSA Status: Exempt

Reports to: Executive Director and CEO/ Director of Advancement Operations

Job Overview

We are seeking a dynamic and strategic Senior Manager for Institutional Giving to lead our efforts in building and nurturing impactful relationships with corporate partners, stakeholders, and community organizations. This role is vital in advancing our mission through innovative partnership development, effective communication, and strategic engagement. The ideal candidate will thrive in a fast-paced environment, leveraging their expertise in nonprofit management, fundraising, and relationship management to create mutually beneficial collaborations that drive organizational growth and visibility. This paid position offers an exciting opportunity to influence our organization's outreach and impact on a broad scale.

Essential Job Functions

- Manage GRAM's corporate partnership program, strengthening existing relationships and developing prospects. Secure corporate sponsorships for events, exhibitions, programs, and special projects. Plan and manage logistics for two Corporate Partner events annually.
- Secure individual sponsorships for exhibitions and programs, stewarding the GRAM Exhibition Society and seeking new prospects for exhibition support.
- Develop with the Communications Team sponsorship packets and sponsorship strategies, creating and implementing a calendar for corporate communications, and tracking giving histories. Ensure that all partner and donor communications are done in a timely, professional manner. Provides recognition and benefit fulfillment for corporate sponsors.
- Work with Director of Advancement Operations to develop a contributed revenue target of \$4M annually within the museum's \$5.5M operating budget, which is anticipated to grow in the coming years.
- Manage the ongoing identification and cultivation of individual and corporate donors; increase emphasis on the effective stewardship of donors; enhance and encourage the productive use of research and data.
- Promote a sustainable and inclusive culture of philanthropy that centers community and anticipates a future capital campaign and museum evolution and expansion.

- Work with the Chief of Staff and Major Gifts to provide opportunities to strengthen the development and involvement of the Board in corporate support, donor cultivation and fundraising activities.

Qualifications—Skills and Abilities

- Bachelor's degree and minimum of 5 years of experience related to corporate relations, fund raising, events, cultivation and/or relationship building.
- Must have working knowledge of Microsoft Office/Office 365 (Word, Excel, Outlook, Power Point) and database experience—Salesforce - is beneficial.
- Ability to multi-task, be flexible and quick in decision-making, work in a fast-paced environment, prioritize tasks, manage time, work with a team, and openly communicate with others.
- Will need to maintain confidentiality of all membership and financial information.
- Enthusiastic and outgoing personality with high level of customer service and sales skills is expected.
- Must have excellent communication skills with the ability to interact and integrate with variety of people and develop positive relationships.
- Demonstrate accountability, accurate attention to detail, confidentiality, cooperation, and a guest-centric attitude.
- Possess strong moral and ethical values; embraces the fact that we are a non-profit institution that serves the public and that this position works with a broad, diverse group of employees, and volunteer staff and general public.

This role offers an engaging environment where your strategic vision can make a tangible difference! Join us in creating impactful partnerships that elevate our mission while expanding your professional horizons through innovative relationship-building initiatives!

Salary range for the position: \$70,000 - \$80,000

Please send a resume and cover letter to the following email:
careers@artmuseumgr.org

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