

Job Description



An Equal Opportunity Employer

Job Title:	Corporate and Foundation Relations Manager
Division:	Development
FLSA Classification:	Exempt
Reports to:	Director of Development
Revision Date:	October 2017
Primary Purpose:	Oversee the Museum's corporate and foundation fundraising efforts.
Essential Functions:	<ul style="list-style-type: none"> • Successfully build relationships and strategic partnerships and solicit financial support for Museum operations, exhibitions, and special projects from Corporate and Foundation Donors. <hr/> <p>Foundation Relations</p> <ul style="list-style-type: none"> • Develop and manage a sustainable grant application, tracking, and reporting process. • Work with curators, educators, accounting, and other Museum staff to write successful grant proposals. • Coordinate and track progress of grants, including deliverables and assignments, using Raiser's Edge software in conjunction with other necessary tracking documents, including the maintenance of an annual grants calendar. • Research potential grant opportunities and work closely with Museum departments to align projects with funding sources and opportunities. • Manage relationships with granting agencies. <hr/> <p>Corporate Relations</p> <ul style="list-style-type: none"> • Manage the Museum's Corporate Leadership Alliance (CLA) program and corporate giving activities, and steward current CLA companies and corporate donors. • Support the Corporate Leadership Alliance Committee, Board Members, and other volunteers. • Refine and execute efforts to grow corporate support. • Research potential corporate donors to develop a pipeline of potential sponsors and new corporate partners. • Work with Donor Stewardship Manager to plan annual cultivation and stewardship events for CLA. • Represent the Museum in the community and participate actively in professional organizations. • Assist in the creation of departmental budgets and forecasts. • Assist with Development events hosted by the Museum. • Attend Museum events, taking the opportunity to identify, meet, and build rapport with donors and stakeholders.

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	<ul style="list-style-type: none">• Work with Development colleagues to identify and strategize about best engagement for donor prospects• Perform other duties as assigned or required
Required Education/Experience:	<p>BA/BS or equivalent related work experience is required, and 5+ years of previous development experience.</p> <p>Must be highly organized and detail-oriented, with excellent written and verbal communication skills.</p> <p>Must have strong computer skills, including use of MS Office and CRM software.</p> <p>Must be confident representing the Museum publically, and regularly engaging with Board members and volunteers.</p> <p>Must be able to work under pressure, quickly and efficiently, with time-sensitive material, while balancing multiple conflicting priorities.</p> <p>Must be able to maintain absolute confidentiality.</p>
Preferred Education/Experience:	<p>Must have or develop knowledge of the Chrysler Museum of Art, its programs, goals, and mission.</p> <p>Constituent Relations Management Software proficiency is a required, and Raiser's Edge experience is preferred.</p>
Working Conditions:	<p>This position will work in a busy environment, subject to frequent interruptions, and will interface regularly with the public. Weekend and evening hours will be required.</p>
Physical Requirements:	<p>Must be able to lift and carry file boxes and other awkward items weighing up to 25 lbs., including up and down stairs. Requires intermittent standing, walking, sitting, squatting, stretching, and bending throughout the workday. Must be able to see and hear, or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.</p>