

Manager of Institutional Giving

Job Status: Full-time

Reports to: Director of Advancement Operations

Work Schedule: M-F; 9-5, frequent evenings and weekends

Travel Required: Up to 20%

Position Summary:

Reporting to the Director of Advancement Operations and working in close partnership with the Director and CEO, the Manager of Institutional Giving will take the lead in developing and implementing strategies for the solicitation of major gifts primarily focused on individual major prospects.

The Manager will be responsible for building and managing a portfolio of major donors and prospects, specifically focusing on awards, sponsorships, and gifts in excess of \$25,000 as they build upon current advancement success in creating a robust and sustainable culture of continued growth as a leading cultural institution in West Michigan

Essential Job Functions:

- Work with the Director and CEO as a senior team member to establish fundraising strategies and goals, oversee execution of strategies, monitor overall progress toward goals, and address any unanticipated shortfalls. In collaboration with other leaders of the museum, establish and execute a Fund Development Plan that will support the operating and capital needs of the institution for the present and the long term.
- Aggressively lead and implement the museum's fundraising strategies from individual sources. Collaborate with the Director of Advancement Operations to implement advancement strategies, developing support through major gifts, endowment, legacy gifts, and some miscellaneous sources.
- Direct the ongoing identification and cultivation of individual donors; develop and lead the implementation of a dynamic planned giving program; increase emphasis on the effective stewardship of donors; enhance and encourage the productive use of research and data.
- Partner with the Manager of Advancement Events to cultivate new prospects and deepen the relationships with current donors. Work to maximize the museum's current set of diverse philanthropy events, ranging from small cultivation events to the annual gala, to help develop, attract, and retain donors.
- Develop and prepare, alongside the Communications Team, effective printed materials, including proposals, reports, and sponsorship packs, that support these fundraising efforts.
- Work with the Director and CEO to provide opportunities to strengthen the development and involvement of the Board in museum programs and donor cultivation and fundraising activities. Take an active role in Board governance and growth.

Knowledge, Skills, and Abilities

- Background in the cultivation and solicitation of individual, corporate, foundation, and government donors, with proven experience and ability, to develop, solicit, and steward major gifts of at least \$25,000.
- A demonstrated track record in the management of successful advancement programs.
- Be an effective leader and administrator, with solid experience in managing, mentoring and motivating staff, and the ability to inspire those working with him/her toward accomplishing common objectives.
- Be very well-organized, able to plan strategically, set priorities and focus on details and follow through while not losing sight of the big picture.
- Be a highly personable and positive individual, with integrity, a strong work ethic, and self-confidence, who works effectively with Board members, donors, volunteers, and staff, and who relishes taking an active, public role in the cultivation and solicitation of donors, and as a representative of GRAM.
- Possess excellent verbal and written communication skills and experience with fund raising technology and integrated database systems.

Training, Education and Experience:

- Baccalaureate degree, postgraduate training is a plus, and at least seven to ten years of progressive fundraising experience in a not-for-profit organization, preferably in the Arts.
- Highly organized strategic thinker; strong motivator and leader.
- Knowledge of professional standards and legal parameters regarding fundraising activities as well as a strong awareness of critical social issues and their relationship to inclusive and equitable decision-making in the Arts.
- Experience working with fundraising databases such as Raiser's Edge, Altru or other comparable programs.

As an Equal Opportunity Employer, GRAM has a strong commitment to diversity and inclusivity.

Interested candidates should send a cover letter and resume to the following:

careers@artmuseumgr.org