

Donor Engagement Manager

Job Status: Full-time

Work Schedule: M-F, 9-5; Occasional nights and weekends

Travel Required: up to 10%

Position Summary

The Donor Engagement Manager will design and implement strategies for identifying, cultivating and soliciting new donors, including prospective corporate partners, as well as soliciting and stewarding existing individuals through the Exhibition Society and Donor Circle giving programs. Manager will work to increase donor engagement through consistent and effective outreach, appeals and events.

Essential Job Functions

- Develop strategies designed to identify, cultivate and solicit new donors for gifts and donations as well as provide new opportunities for donations and gifts to existing donors.
- Work cross-departmentally with various teams to implement growth strategies that directly impact funding for exhibitions, programs and events.
- Manage the donor relationship through thoughtful and compelling outreach and ongoing communication.
- Create involvement opportunities for donors, such as site visits, committees, and special events including small donor receptions and First Look tours for Exhibition Society.
- Manage GRAM's corporate partnership program, strengthening existing relationships and developing prospects.
- Ensures that all partner and donor communications are done in a timely, professional manner. Provides recognition and benefit fulfillment for corporate sponsors.

Qualifications—Skills and Abilities

- At least 3 years of experience related to development and fundraising.
- Previous experience developing and implementing fundraising strategies.
- Proficiency in event planning in a development environment, including working with committees, soliciting sponsorships and coordinating details.
- 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 a variety of people and develop positive relationships.
- Must have working knowledge of Microsoft Office/Office 365 (Word, Excel, Outlook, Power Point) and database experience. Knowledge of Blackbaud Raiser's Edge, Altru or Salesforce - is beneficial.

Anticipated Annual Starting Salary: \$55,000 - \$60,000

Please submit a resume to careers@artmuseumgr.org.

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