Manager of Corporate Partnerships and Individual Giving

Date: October 6, 2022

Job Status: Full-time
Reports To: Deputy Director for Institutional Advancement
Work Schedule: M-F, 9-5; Occasional nights and weekends
Travel: Up 10%

Position Summary

The Manager of Corporate Partnerships and Individual Giving is responsible for identifying, cultivating, soliciting, and stewarding corporate partners and prospects and working directly with the Board of Trustees Corporate Committee. Additionally, this person will be responsible for the creation and implementation of a strategy for exhibition fundraising.

Essential Job Functions

1. Based upon business plan, works with Deputy Director for Institutional Advancement to establish budgetary goals; manages revenue and expense budgets for corporate and exhibition fundraising.
2. Serves as staff liaison to the corporate committee; responsible for developing agenda, follow up minutes, email reminders, setting annual goals and facilitating activities, and periodic reports.
3. Serve as a staff liaison for the Exhibition Society (a group of annual exhibition supporters) and manage their engagement opportunities.
4. Plan and manage logistics and follow up for two Corporate Partner events annually and various Exhibition Society and Fundraising events.
5. In collaboration with the Advancement Events Coordinator, work effectively with Communications, Special Events and other departments to promote and stage corporate and exhibition sponsor-related events.
6. Manage GRAM’s corporate partnership program, strengthening existing relationships and developing prospects
7. Provides appropriate recognition and benefit fulfillment for corporate and exhibition sponsors.
8. Secures corporate sponsorships for events, exhibitions, and special projects
9. Other duties as needed.

Qualifications—Skills and Abilities

- Bachelor’s degree and minimum of 5 years of experience related to fund raising and events.
- Strong working knowledge of Altru or Raiser’s Edge software preferred.
- Excellent communication skills.
• 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.
• Demonstrate accountability, accurate attention to detail, confidentiality, cooperation, and a guest-centric attitude.

Physical Job Requirements

While performing this job the employee will be required to stand, walk (25%), sit (75%), including sitting for extended periods of time. Will be required to lift up to 20 pounds occasionally. Must have manual dexterity required for writing, phone and computer use. Will be required to do close work with a computer monitor and repetitive hand movement. Must be able to communicate verbally.

Interested candidates should submit a resume and cover letter to the following email:
careers@artmuseumgr.org

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