

## Glazer Children's Museum

### **JOB DESCRIPTION**

#### **Giving Manager: Corporate Partnerships and Fundraising Events**

**Salary Range: \$45,000 - \$58,000**

#### **Position Summary**

Glazer Children's Museum is seeking a mission-driven, warm, positive, and detailed relationship-builder to join the Development Team. As a key member of the GCM team, the Giving Manager: Corporate Partnerships and Fundraising Events, will contribute to the strategic goals of the organization by building strong corporate donor partnerships while executing fundraising events. The primary responsibility is to assist with the execution of our fund development program with a focus on our corporate partner portfolio and event donors.

The ideal candidate will be detail orientated, an excellent negotiator, a skilled communicator, have a committed can-do attitude, be motivated to create and steward mutually beneficial partnerships, have exceptional presentation skills, a growth mindset, special event management experience, and be a strong team player. They will have a passion for increasing fundraising through best practices.

This is a full-time, exempt position reporting to the Chief Development Officer (CDO) or their designee. This is a remote/in-office hybrid position, with an in office attendance requirement of at least three days a week for meetings, projects and/or events as scheduled. In person attendance is required for all fundraising events.

#### **Essential Functions:**

##### *Portfolio & Project Management*

- Manage and grow the corporate giving program with local and national organizations to meet monthly and annual fundraising goals.
- Drive new business development revenue on an annual basis
- Conduct industry sector analyses, targeting strategies, and customized proposals to generate new revenue.
- Develop strategies and follow through with tactical activity that produces new annual gifts and corporate sponsorships.
- Demonstrate the ability to successfully turn prospects into partners, and partners into donors.
- Provide accurate reports for all areas of responsibility as requested by CDO.
- Plan and execute fundraising events, including but not limited to, the annual Gala. This includes reaching the fundraising goals while coordinate event logistics
- Coordinate planning and status meetings, budget set up, agreement development, assembling appropriate staffing, and communications with key internal and external partners.
- Maintain database and files for all awards, agreements, contracts, and subcontracts, including reporting requirements and renewal deadlines.

- Track and maintain donor activity within the CRM database and Monday project management systems.
- Work closely with the Chief Development Officer to manage a portfolio of donor relationships, develop and coordinate funding proposals, donor outreach, and stewardship.
- Work collaboratively with the fundraising department to ensure the overall success of GCM.
- Other duties as assigned.

#### *Donor Relations & Communication*

- Cultivate strong relationships with donors to deepen engagement and increase support.
- Ensure post-gift stewardship, proof of performance reports, and donor acknowledgment.
- Consistently grow donor commitment and involvement.
- Collaborate with Marketing Department to create invitations and other collateral. Ensure accurately mailed invitations, acknowledgment letters, and invoicing.
- Secure sponsors, donors, and auction items.
- Track RSVPs, revenue, and donor fulfillment attached to fundraising events.

#### *Collaboration and Communication*

- Working together with a highly cross-functional team in planning, implementation, execution of programs, presentations, cultivation, stewardship, and events.
- Working with the entire development team to accomplish fiscal goals, including events, sponsorships, grants, and other activities.
- Prepare data-based reports to measure progress, drive future success and develop suggestions to further the effectiveness of the group's engagement strategies.
- Work openly with volunteers and staff to create an evolving prospect list.

#### **Non-Essential Functions:**

- This job description reflects essential functions but in no way proscribes or restricts the assignment of other tasks to this employee. This description may be changed and updated as management requires.

#### **Qualifications and Education:**

- 4+ years of experience in fundraising, corporate partnership, special events, sales, and or marketing.
- A Bachelor of Arts in a related field. CFRE or CFRM credentials are appreciated.
- Advocate for equity, inclusion, accessibility, and diversity
- Experience in donor portfolio management, donor relations, proposal development, events, and negotiations.
- Demonstrated ability to juggle multiple details and to achieve results in a fast-paced, team-oriented environment.
- Superior communication skills, both oral and written, as well as excellent interpersonal skills.

- Candidate will be an effective listener, strategist, and planner.
- A track record of building long-term donor relationships while growing a portfolio.
- Successful experience in events and corporate partnership management.
- Ability to work cross-functionally with internal and external constituents.
- Proficiency with donor databases, google workspace, online donor management software, online project management tools, Microsoft Office Suite. Proven ability to learn new systems and software.
- Coordination, administrative, organization, and follow-up skills/tasks must be consistently practiced.