

Glazer Children's Museum

JOB DESCRIPTION

Giving Manager: Corporate Partnerships

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

Position Summary

Glazer Children's Museum is seeking an experienced, mission-driven, positive, and detailed fundraiser to join the Development Team. As a key member of the GCM team, the Giving Manager: Corporate Partnerships, will contribute to the strategic goals of the organization by building strong corporate donor partnerships. The primary responsibility is to assist with the execution of our fund development program with a focus on our corporate partner portfolio. The ideal candidate will be detail oriented, an experienced fundraiser, 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 understand the importance of well-presented and organized special events and how to partner through a combination of fundraising channels. 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). This is a hybrid position (remote/in-office), 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 build the corporate giving program with local and national organizations to meet monthly and annual fundraising goals.
- Track corporate partnership benefits while renewing current Corporate Partners and obtaining new Corporate Partnerships with an eye towards fundraising.
- As a key member of the fundraising team, assist with special fundraising events as assigned, including but not limited to, the annual Gala.
- Provide accurate reports for all areas of responsibility as requested by CDO.
- Drive new business development revenue on an annual basis. Support the CDO in developing new fundraising opportunities.
- 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.
- Coordinate event 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 database and project management systems.
- Work closely with the CDO 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, while adding new donors to the portfolio.

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, donor growth, 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.
- 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.
- Advocate for equity, inclusion, accessibility, and diversity

Required Skills/Abilities:

- Bilingual (English / Spanish conversational) preferred
- Ability to have reliable transportation to and from work
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software.
- Requires a high level of emotional intelligence, and ability to empathize and relate to others feelings or emotions to de-escalate.
- Requires the ability to work fluidly across all levels and at any pace
- Requires a high level of communication, follow-up, problem solving, and organizational skills to be employed daily
- Leadership skills will be leveraged to nurture, train and serve in a leadership capacity
- Schedule flexibility, evening, outdoor, Holiday/peak seasonal availability may be required; must adhere to working schedules and have reliable transportation

Physical and Mental Requirements:

- Ability to deliver joyful and energetic engagement with the public
- Ability to function well in a high-paced and at times stressful environment
- Prolonged periods of sitting at a desk and working on a computer.
- Moves equipment weighing up to 15 to 50 pounds at times
- Ability to move self in different positions to accomplish tasks in various environments including tight and confined spaces.
- Must be able to complete tasks in a noisy environment
- Employee is subject to inside and occasional outside environmental conditions. Protection from weather conditions but not necessarily from temperature changes when inside or outside.

Values of GCM:

- Collaboration
 - Strong “we are better together” mentality that makes for a great teammate.
 - Trustworthy individual who takes the responsibility of representing the department, the museum, and its ideas at all times. Puts the museum first in all work related decisions and situations.

- Play and Experimentation
 - Ignite a shared passion for the power of play by engaging children, families, and the entire community.
 - Committed to lifelong learning
 - Understands that the role they play is to serve as an ambassador for play and the Glazer Children’s Museum and conducts themselves in a manner that is both fun and professional.
- Equity and Inclusion
 - Advocate for equity, inclusion, accessibility, and diversity - treats all people with respect and dignity.
 - Identify and remove barriers, so every child and family has access to powerful play and feels welcome

Acknowledgement

I _____ certify that I have reviewed and understand all of the requirements of performing the job of _____ and that I am capable of meeting each and every requirement, with or without reasonable accommodation. I understand that the essential and/or non-essential functions and the associated abilities, requirements and conditions outlined above describe the general nature and level of the work performed. I understand that they are not intended to and in no way represent an exhaustive listing of all tasks involved in performing the job. I understand that business necessity may dictate changes in the position requirements at any time. I understand that even though I may be able to perform the job, there are other requirements I must meet before being offered the job. I understand that I must perform all essential and non-essential functions in a manner that is not hazardous to myself or to others. I also understand that any employment relationship with this company is of an “at-will” nature, which means that if employed I will be free to resign at any time, and that the Company may terminate my employment at any time, with or without prior notice.

Signature _____ Date _____