

Job Description

Title: Grants and Corporate Support Manager

Department: Development

Position Reports to: Director of Development & Marketing

Date Revised: July 2010

I. General Summary

The Grants and Corporate Support Manager is responsible for the development, implementation, and management of the grant and sponsorship efforts of the museum.

II. Principle Duties and Responsibilities

- Raise funds and in-kind from 1) the philanthropic areas of foundations, government agencies and corporations through grant proposals; and 2) the marketing/promotional areas of the corporate sector through corporate sponsorship proposals and ad sales. Fundraising efforts will include face-to-face solicitations and meetings.
- Work closely with Director/CEO, Director of Development, Curatorial, Education, and Collection division staff to determine funding needs and to gain comprehensive knowledge of programs and projects.
- Research and identify new sources of funding.
- Research, compile data and statistics, write, develop, and submit grant and sponsorship proposals to new and renewing grantors and sponsors.
- Prepare and submit final reports as necessary.
- Ensure all required materials are assembled and mailed in compliance with foundation requirements.
- Monitor and track grants and sponsorships funding revenue, ensuring that all proposals, financial reports, final reports, and related materials are prepared and submitted in a timely and exemplary manner.
- Provide stewardship to funders, including recognition, benefit fulfillment, providing copies of media coverage, extending invitations, general communications, and special services.
- Coordinate and track sponsor-related benefits (recognition, signage, product display, tickets, events, etc.).
- Liaison to Gala Sponsorship and responsible for gala sponsorship asks and ad sales.
- Cultivate relationships and act as good steward of funds.
- Work closely with Director of Development & Marketing on development activities, including, but not limited to, marketing & community relations, audience development, membership, capital and endowment campaign, special events, and volunteer and donor recruitment, cultivation, and recognition.
- Provide information to Web Master to ensure Web content is correct and updated.
- Work as an integral part of the development team.
- Attendance is required for all scheduled days on a regular basis.
- Perform other duties as assigned.

III. Background

Supervision -- This position does not include any direct supervisory responsibilities.

Confidentiality -- This position requires a working knowledge of all aspects of the Museum and its operations, which includes information that is sensitive to donors, sponsors, members, volunteers, artists, and staff regarding their relationship with the Museum. High ethical standards of integrity, understanding, and diplomacy are required.

Intellectual Skill Set -- This position requires someone who is organized, thorough, detail oriented, trustworthy, congenial, and who has analytical skills and is able to problem solve and perform multiple tasks simultaneously, often under tight deadlines. Must be able to work individually and as part of a team. Being an ambassador for the Museum is crucial.

Contacts-Internal and External -- Internal contacts are within all divisions and board of directors. External contacts are with corporations, foundations, government agencies, members, donors, volunteers, artists, and the general public.

Magnitude and Scope -- The Grants and Corporate Support Manager reports to the Director of Development and Marketing and keeps him/her informed of all information necessary to ensure success of the Development and Marketing division and the Plains Art Museum.

IV. Conditions of Employment

Working Conditions -- Most of the position's requirements can be performed in an office environment and within the Museum; however, some travel is required. Travel involves mostly local travel and occasional out-of-town travel. Dress attire is expected to be professional to represent the museum well in the office as well as for outside meetings.

Equipment Operations -- The position requires working knowledge of computer (Microsoft Office and the Internet), database software, printer, calculator, telephone, fax, photocopier, and other office equipment.

V. Specifications

Education -- This position prefers a BA or BS, preferably in Communications, Journalism, Marketing/Public Relations, English, or related field for which extensive writing skills are required.

Experience -- A minimum of three years of grant writing experience is preferred with proven track record of success. Past experience with corporate support or marketing and sales is a plus.

Abilities -- Must possess superior oral and writing skills. Must be able to communicate to funders and constituents the special value and mission of the Plains Art Museum. Must possess excellent computer, planning, and organizational and interpersonal skills. Must be able to represent the Museum in a professional manner. Must be able to perform multiple tasks concurrently.

Employee Print Name: _____

Employee Signature: _____ **Date** _____