

JOB ANNOUNCEMENT

Organization: National Museum of Women in the Arts
Position: Director of Institutional Sponsorships
Department: Development

POSITION SUMMARY:

The Director of Institutional Sponsorships identifies, develops, and manages strategic relationships with foundations and corporations in support of the National Museum of Women in the Arts (NMWA). The Director of Institutional Sponsorships will develop and implement a plan for growth in this revenue area to include the identification and engagement of new Corporate and Foundation leads; the strategic management of these relationships; writing compelling six and seven+ figure proposals reflecting priority programs and initiatives; managing a reporting and stewardship calendar for this portfolio; and coordinating closely with colleagues within the Development division and across the organization. This work will be carried out with a primary focus on increasing corporate and foundation revenue growth from new sources. This position reports to the museum's Executive Director, works closely with the Development Consultant and in collaboration with key members of the Development team.

RESPONSIBILITIES:

Corporate and Foundation Lead Generation, Cultivation, Solicitation, and Stewardship

- Frontline fundraiser and relationship manager for new corporate and foundation prospects and donors.
- Qualify new leads and grow portfolio to achieve ambitious revenue goal.
- Collaborate with colleagues to identify corporate and foundation leads.
- Engage and develop strategic relationships with high capacity foundation leaders and decision makers so that NMWA is well positioned to compete for successful grant funding. Include appropriate NMWA content experts and staff /leadership in this relationship building.
- Prepare for all Corporate and Foundation visits, including conducting pre and post-visit briefings with staff /leadership.
- Work closely with program staff and NMWA leadership to craft compelling proposals that help advance priority initiatives. Expect to be the main writer and editor of these proposals and to manage design and production of visually compelling proposals for use of all frontline fundraisers.
- Manage stewardship and reporting requirements of own prospect portfolio, including developing and implementing a stewardship calendar for these prospects and donors.
- Regularly represent NMWA's mission and strategic priorities to external contacts including senior leadership of corporations and foundations.
- Collaborate closely with Senior Leadership and Development team to complement major gift (over \$10K) foundation and corporate development and relationship event efforts.
- Develop and write/update each year, boilerplate proposals that can be used by the development team and volunteer leadership.
- Be thoroughly familiar with NMWA programs, initiatives, and funding needs.

- Maintain an appropriate level of understanding of issues related to equity for women and women in the arts.
- Have comfort with clear annual goals and regular measurement of activity toward these goals. Understand that strategic outward facing activities, carried out at a certain volume, is an important driver for a successful corporate/foundation fundraising program.

Fiscal Responsibility

- Meet or exceed agreed upon revenue and key activity metric goals (each year).
- Forecast revenue and cashflow from prospect portfolio on a monthly, quarterly, and yearly basis.
- Analyze revenue trends to assess results and recommend changes to targeted budget accordingly.

Planning and Management

- Create and implement annual plan to meet NMWA's priority funding needs.
- Establish short and long-term goals for corporate and foundation funding sources.
- Establish and maintain systems and procedures for tracking corporate and foundation funding workflow and record keeping.
- Track all foundation correspondences, meetings, and actions in the Raiser's Edge database and maintain an up to date grants calendar.

The responsibilities listed above are representative and not all inclusive. Manager may assign other duties.

QUALIFICATIONS:

This position requires a Bachelor's degree (Master's degree preferred). The successful candidate will demonstrate the following skills/experience:

- Five to ten+ years of proven experience in foundation development/fundraising, demonstrating an ability to grow a corporate and foundation revenue program.
- Excellent organizational skills with the ability to manage multiple projects simultaneously, set priorities, and meet demanding deadlines within a fast-paced, collaborative environment.
- High-level written and verbal presentation skills, and the proven ability to synthesize and accurately present relevant information to donors.
- Ability to work collaboratively and with diplomacy across multiple teams.
- Self-starter; able to work with minimum supervision yet meet agreed upon metrics and goals.
- Keen attention to detail with ability to track multiple projects at one time.
- Must be resourceful and anticipatory of the needs of a growing fundraising program.
- Experience with Raiser's Edge or equivalent CRM database.
- Experience with moves management policies and procedures.
- Experience providing organizational details to prospective/existing funders.
- Strong computer skills: MS Office XP Word, Excel, PowerPoint, Database/Reporting tools, Outlook and Internet.
- Entrepreneurial attitude with a keen understanding that this is a building position with the opportunity to expand revenue for NMWA.
- Track record of securing six and seven+ figure gifts and/or related experience with established connections.
- Core Competencies: Building Collaborative Relationships; Professional Behavior; Diplomacy; Results Driven; Donor Orientation

SALARY RANGE:

\$90,000–\$120,000 annually

Please submit applications by emailing cover letter and résumé to HR@nmwa.org. The National Museum of Women in the Arts is an equal opportunity employer.

The National Museum of Women in the Arts (NMWA) is the only major museum in the world solely dedicated to championing women through the arts. With its collections, exhibitions, programs, and online content, the museum inspires dynamic exchanges about art and ideas; advocates for better representation of women artists; and serves as a vital center for thought leadership, community engagement, and social change.