JOB ANNOUNCEMENT

Title: Senior Development Officer, Sponsorships and Events
Department: Development
Reports to: Director of Development, Annual Giving and Membership
No. of Direct Reports: One

POSITION SUMMARY:
The National Museum of Women in the Arts seeks a Senior Development Officer, Sponsorships and Events (SDOSE) to join its team during an exciting time of transition as the museum prepares to reopen after a two-year renovation. The SDOSE is an integral outward facing member of the Development Team responsible for securing five and six figure sponsorships for fundraising events, exhibitions, and programs. The person is responsible for conceptualizing and implementing the museum’s major annual Spring Gala and other fundraising events as assigned by the Executive Director and Director of Development. A major focus of the position is to operationalize Gala programming, sponsorship strategy across programs, pipeline development, and ongoing stewardship of sponsors. Candidates should embrace collaboration as well as building relationships in the community and internally in support of the Museum’s mission.

This position is a senior member of the development team, working closely with the Director of Development, event committees and volunteers, and supervising a full-time associate. The successful candidate will be a creative, organized, diplomatic team player with experience securing funding, overseeing large complex events, managing budgets, and maintaining strong relationships with funders, leadership, volunteers, colleagues, and support staff.

RESPONSIBILITIES:
Year One: Planning

- Strategize and collaboratively develop vision for reopening events, helping to recognize campaign and high-level donors and bring all members of the NMWA community and the public back to the museum
- Secure sponsors for a series of opening events, as well as ongoing onsite and virtual programming after reopening
- Help to build internal development events calendar and a cultivation/stewardship program for sponsors
- Research and secure event management vendor to help run a successful annual gala that raises between $800,000 and $1 million
- Work strategically with development colleagues and other departments to help develop content-rich events
- Secure additional minimum of $100,000 in funding to sponsor other programs, including virtual events and International Women’s Day 2024
Sponsorships
- Conduct prospect research of corporate entities, and develop a targeted strategy, including looking at past supporters, former prospects, researching the competition
- Develop high quality sponsorship proposals in coordination with other museum departments, for gala, exhibitions, programs, and other special projects; draft compelling introductory correspondence
- Schedule regular donor calls, visits, pitches, either solo or with colleagues and or volunteer leadership
- Prepare accurate corporate briefings and museum information packets for meetings with prospects.
- Manage ongoing follow up and ensure accurate record of all activities are added to the database of record
- Coordinate and track all aspects of corporate sponsorships, from contract execution to benefits fulfillment (including invitations, catalogues, and events)
- Develop high quality sponsorship reports in a timely manner in coordination with various internal departments
- Works closely with the Director of Development to create a robust strategy and long-term engagement with Corporate Members and Partners

Spring Gala and Development Events
- Creates, implements, and evaluates galas, exhibition openings, private dinners for artists and lenders, and other fundraising events as needed
- Develop strategy, financial targets, and sponsorships for fundraising events
- Coordinate with other departments to help achieve goals, facilitate operations, and maximize benefits of all fundraising events
- Advise gala co-chairs on all activities and requests
- Coordinate with the director, board, and gala committee to select Lifetime Achievement Honorees
- Work with Development team on strategies for further engagement of event donors and prospects
- Work with Development colleagues to coordinate gala solicitations within context of whole program

QUALIFICATIONS:
- Minimum 6-8 years events and fundraising experience at Museums, arts foundations, arts related institutions, or related industry position
- Support the museum's commitment to diversity, equity, accessibility, and inclusion (DEAI)
- Experience independently coordinating a variety of large- and small-scale events on time and on budget,
- Demonstrated experience securing repeat five and six figure sponsorship gifts
- Adept at working with high-level donors and patrons and stewarding long term relationships
- Commitment to cultivating an internal culture of transparency, collaboration, and teamwork
- Excellent written and verbal communication skills. Ability to draft quality correspondence, remarks, and run high-level meetings with patrons
- Management experience with direct full-time reports and ability to set benchmarks and goals for staff, volunteers, and vendors
- Advanced computer skills in Microsoft Office programs (Word, Excel, Outlook, PowerPoint)
- Ability to work evening and weekends
- Knowledge of Tessitura or ability and willingness to learn to work in a new CRM

If much of this job description describes you, then you are highly encouraged to apply for this role, even if you don’t meet 100% of the qualifications. We recognize that it is highly unlikely for an applicant to meet 100% of the qualifications for a given role, and that every candidate brings unique experience and qualifications to a role. We are excited to meet you!
SALARY:

The minimum salary for this position is $85,000 annually commensurate with experience and includes a benefits package.

Please submit applications by emailing cover letter and resume to HR@nmwa.org. The National Museum of Women in the Arts is an equal opportunity employer. To request reasonable accommodations in the application or hiring process, please notify NMWA’s Human Resources department at HR@nmwa.org.

To comply with tax and legal obligations, all candidates must reside in Maryland, DC, or Virginia. While there may be flexibility for remote/hybrid work environments, candidates must be residents of MD, DC, or VA or relocate prior to the start of employment at NMWA. Candidates must be legally eligible to work in the U.S. for NMWA, without visa sponsorship by NMWA.

The National Museum of Women in the Arts (NMWA) is the first 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.