

## **CORPORATE RELATIONS OFFICER**

Phoenix Art Museum is seeking an experienced **CORPORATE RELATIONS OFFICER** to manage, expand, and steward corporate and business involvement and support of the Museum, including a corporate annual giving program. Research, plan, coordinate and submit grant applications and proposals to potential and existing corporate funding sources with an emphasis on gifts ranging from \$1,500 to \$250,000+.

### **Duties Include:**

1. Create strategic annual and multiannual fundraising, cultivation and stewardship plans to ensure fundraising goals are met. Analyze data and recommend best approaches for each solicitation.
2. Research and identify new sources of corporate funding.
3. Develop and maintain ongoing relationships with corporate sponsors.
4. Manage and direct writing, editing and submission of proposals and reports to sources of corporate funding as well as preparation, coordination and solicitation/delivery.
5. Manage and direct the tracking of successful proposals; filing of all financial and narrative reports as necessary; and follow up to provide additional information as required by funding sources.
6. Prepare post sponsorship valuation reports for corporate exhibition partners.
7. Meet with Museum staff to determine project and departmental goals and objectives, scope feasibility, and funding needs for programs, projects and operations; maintain current files on present and future programs and projects.
8. Assume responsibility and accountability for recruiting and retaining members in an annual corporate giving society, and meeting assigned goals and metrics related to prospects and donors.
9. Oversee the stewardship process for corporate gifts, to include acknowledgement of gifts, fulfillment of benefits, and the planning and coordination of events for corporate funders.
10. Oversee the monthly renewal process for corporate contributors
11. Maintain corporate database records and prepare reports.
12. Manage matching gifts and in kind donations.
13. Supervise a Development Assistant.
14. Manage departmental budget.
15. Perform other duties as assigned.

### **Minimum Qualifications:**

Bachelor's degree, preferably in arts administration, business or related field. Minimum of five years experience fundraising for a non-profit organization or similar experience in for-profit environment with experience in a corporate environment desirable. Proven success in prospect identification, cultivation and solicitation of major gifts.

### **Knowledge of:**

1. Museum programs and practices, especially as they relate to the need for corporate, foundation and government funding and support.
2. Fundraising cultivation and solicitation strategies.
3. Raiser's Edge or other automated fundraising software.

### **Skill and ability to:**

1. Provide leadership and build strong interpersonal relationships.
2. Successfully initiate contact with current and prospective corporate donors through various channels of communication including but not limited to telephone communications (i.e. cold calls), personal interaction, and written communication.
3. Communicate effectively and present complex ideas in a clear and compelling manner, both verbally and in writing, with demonstrated skill in written communications including but not limited to correspondence, proposals, and reports.
4. Resolve complex problems with skills and diplomacy.
5. Plan, organize and accomplish multiple projects concurrently.
6. Proficient in Raiser's Edge, or other fundraising software, Microsoft Office, including adept use of e-mail and the Internet.
7. Travel throughout the Greater Phoenix Metro area
8. Work effectively with a variety of Museum supporters, visitors, members, volunteers and staff.

**Other Requirements:**

Required to sign and comply with the Museum's Confidentiality, Non-Competition and Non-Solicitation Agreement and complete a writing exercise as part of the interview and selection process.

**Classification:**

Regular, full-time: exempt

**Pay Rate:** Commensurate with experience

**Benefits:**

This is a full-time position and includes: health and dental insurance; life insurance; LTD coverage; a Museum-funded pension plan; vacation, holiday, and sick pay; Museum membership; and great discounts at the Museum Store, Café, and other cultural organizations in the Valley.

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**To Apply:** Submit cover letter, resume, and salary requirements to **JOB CODE PAM-CRO**

Email:

HR@phxart.org

Mail:

Human Resources Department  
Phoenix Art Museum  
1625 N. Central Avenue  
Phoenix, AZ 85004-1685

Fax:

Fax: 602-257-2127

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