

Phoenix Art Museum is looking for a **Corporate Relations Officer** to manage, expand, and steward corporate and business involvement and support of the Museum, including a corporate annual giving membership program and sponsorships. 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+.

**Job Duties:**

1. Create strategic annual and multi-year fundraising, cultivation and stewardship plans to ensure fundraising goals are met. Analyze data and recommend best approaches for each solicitation.
2. Oversee the planning and coordination of all corporate networking, recruitment, and recognition events.
3. Collaborate with Prospect Researcher to identify new sources of corporate funding.
4. Develop and maintain ongoing relationships with corporate members and sponsors.
5. Manage sponsorships, solicitation through grant requests and stewardship of corporate foundations, and opportunities for licensing product deals.
6. Manage a portfolio of corporate donors and prospects, and regularly meet with them
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. Manage and perform writing, editing and submission of proposals and reports to sources of corporate funding; as well as preparation, coordination, solicitation and delivery of proposals and reports.
9. 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.
10. Prepare post sponsorship valuation reports for corporate exhibition partners
11. Assume responsibility and accountability for recruiting and retaining members in an annual corporate giving membership society, and meeting assigned goals and metrics related to prospects and donors.
12. Collaborate with department staff to 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.
13. Work with Development Information Systems department to oversee the monthly renewal process for corporate contributors and maintain corporate database records and prepare reports.
14. Manage matching gifts and/or in-kind donations.
15. Work closely with development leadership to oversee and manage the corporate departmental budget.
16. Provide support and attend evening and weekend development events as needed..

**Minimum Qualifications:**

1. Bachelor's degree, preferably in arts/non-profit administration, business, marketing or related field.
2. Minimum of two years' experience fundraising for a non-profit organization or similar experience in for-profit environment with experience in a corporate environment desirable.
3. Proven success in prospect identification, cultivation and solicitation of major corporate 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 applicable for corporate giving
3. Phoenix Art Museum and its importance in the community

**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. Experience to emphasize the importance of corporate giving national trend lines: corporate marketing and community relations funding vs. corporate foundation support
4. 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.
5. Resolve complex problems with skills and diplomacy.
6. Plan, organize and accomplish multiple projects concurrently.
7. Travel throughout the Greater Phoenix Metro area
8. Work effectively with a variety of Museum supporters, visitors, members, volunteers and staff.
9. Sign and comply with the Museum's Confidentiality, Non-Competition and Non-Solicitation Agreement.

**Please email cover letter, resume, and salary requirements with job code PAM-CRO to HR@phxart.org**

**\*\*\* Incomplete submissions may not be considered \*\*\***

Job Status: Regular, full-time, exempt

EOE