

Phoenix Art Museum is looking for an ***Institutional Giving Officer*** to qualify, cultivate, solicit, and steward major foundations and corporations. Energetic and organized, must possess excellent written, quantitative, and computer skills, with the ability to juggle multiple and diverse assignments. Focus on donor engagement and revenue secured as well as proposals submitted, success rate, and number of new gifts secured. Build and manage a portfolio of corporate, foundation, and government prospects and donors capable of making five-figure+ investments in Phoenix Art Museum.

Job Duties:

1. Design and execute large institutional fundraising opportunities in collaboration with the Development team, senior leaders, Board of Trustees and other key functional team leaders
2. Represent Phoenix Art Museum by attending and participating in external meetings and events
3. Manage and grow a portfolio of corporate, foundation, and government supporters and prospects, primarily capable of making \$50K+ investments in Phoenix Art Museum, and shepherd them through the moves management process.
4. Prepare clear and compelling reports and proposals that align closely with funder (foundations, corporate and government) priorities and tell the Museum story; must be able to distill complicated programs into compelling donor materials.
5. Prepare presentations, briefs and other materials for the cultivation of institutional donors and prepare volunteers, executives, and program staff for interactions with the donors—from research and strategy to execution.
6. Work closely with Education, Curatorial, Finance, and External Affairs leadership to prioritize organizational funding needs and identify appropriate new opportunities for support.
7. Maintain accurate and current records in donor database.
8. Adhere to the highest ethical standards and fundraising best practices, demonstrate perseverance, and have an optimistic and positive attitude.
9. Writes detailed reports and handles other aspects of foundation and government agency stewardship, including direct contact with program officers, foundation directors, and government agency staff.
10. Organizes and attends donor visits, tours, and presentations, and manages other stewardship opportunities.
11. Research and identify prospective corporate, foundation, and government donors.
12. Prepare post sponsorship valuation reports for institutional exhibition partners
13. Partner with and support the Development team, other staff and Board of Trustees to recruit and retain participation in an annual corporate giving society.
14. Working closely with Accounting and Development teams to oversee and manage the Institutional Giving departmental budget.
15. Provide support and attend evening and weekend development events as needed.

Minimum Qualifications:

1. Bachelor's degree required.
2. 3 years' progressive institutional fundraising experience with a proven track record prospecting, cultivating, closing, and stewarding 5-figure+ institutional gifts. Experience with six-figure gifts preferred.
3. Experience in arts and cultural organizations preferred.

Knowledge of:

1. Database management, knowledge of Raiser's Edge is a plus.
2. Museum programs and practices, especially as they relate to the need for corporate, foundation and government funding and support.
3. Microsoft Office, especially Word and Excel.
4. Persuasive communication with excellent presentation and listening skills.

Skill and ability to:

1. Develop, maintain, and leverage relationships with external stakeholders
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. Commit to diversity and inclusion as a team player with a natural affinity for building close, effective working relationships with a diverse group of stakeholders.
4. Develop and write high-level, compelling proposals and quickly synthesize complex ideas and align them with funder priorities.
5. Work with numbers and be comfortable with budgets and financials.
6. Prioritize and multitask; remain highly motivated, energetic, and enthusiastic.
7. Travel throughout the Greater Phoenix Metro area

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

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