

Phoenix Art Museum is looking for an ***Institutional Giving Manager*** to build and manage a portfolio of corporate, foundation and government agency prospects capable of making five- and six-figure investments in Phoenix Art Museum. Qualify, cultivate and solicit new prospects and steward current donors and corporate sponsors. Energetic and organized; must possess excellent interpersonal, written, quantitative and computer skills, with the ability to juggle multiple and diverse assignments. Proactively network to identify new regional and national funders while also deepening existing donor relationships. Oversee and partner with contract grant writer to submit proposals, expand the pipeline and increase the number of grants and sponsorships awarded.

**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 through an active moves management process a portfolio of corporate, foundation and government funders and prospects, focusing on those capable of making \$10K+ investments.
4. Prepare concise and compelling proposals and reports that tell the Museum's story and align closely with funder priorities. Must be able to distill complex programmatic information into compelling donor materials.
5. Prepare presentations, briefs and other materials to engage institutional donors and prepare volunteers, executives, and program staff for donor interactions—from research and strategy to execution.
6. Work closely with Education, Curatorial, Finance, and External Affairs leadership to prioritize organizational revenue needs and align them with new funding opportunities.
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. Must possess a sense of humor.
9. Write detailed reports and handle other aspects of foundation and government agency stewardship, including direct contact with program officers, foundation directors, and government agency staff.
10. Ensure corporate sponsors are properly stewarded by securing and featuring logos, updating credit lines, and providing appropriate donor name placement
11. Organize and attend donor visits, tours, and presentations; manage other stewardship opportunities.
12. Research and identify prospective corporate, foundation and government donors.
13. Prepare post-sponsorship valuation reports for institutional exhibition partners.
14. Partner with and support the Development team, other staff and Board of Trustees to recruit and retain participation in an annual corporate giving society.
15. Work closely with Accounting and Development teams to oversee and manage the Institutional Giving departmental budget.
16. Provide support and attend evening and weekend development events as needed.

**Minimum Qualifications:**

1. Bachelor's degree required.
2. Three years of progressive institutional fundraising experience with a proven track record of prospecting, cultivating, closing, and stewarding five- to six-figure institutional gifts.
3. Experience in arts and cultural organizations preferred.
4. CFRE 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, with some national travel possible

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

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