

Job Title: Senior Corporate Development Officer
Opening Date/Time: April 19, 2018
Closing Date/Time: May 07, 2018
Job Type: Full Time, Exempt
Salary Range: Commensurate with experience
Location: North Carolina Museum of Art Foundation, Inc.
2110 Blue Ridge Road, Raleigh, N.C. 27607
Reports to: Director of Development

Job Summary:

The North Carolina Museum of Art serves the people of North Carolina and all visitors as a premier destination for compelling encounters with art. The NCMA seeks an experienced candidate to fill the role of senior corporate development officer. This position is within the Development Department and is responsible for promoting the mission of the NCMA by identifying, cultivating, soliciting, and stewarding donors for corporate sponsorships and the corporate member program.

Position Description:

Identifies the strategic business needs of a company (brand awareness, employee engagement, client entertainment) and presents a Museum sponsorship that both complements the company's business plan and funds Museum programs. Budget goals are \$500,000 and higher.

Develops corporate strategy and presentation materials for soliciting support of Museum programs including exhibitions, education and family programs, special events, performing arts and film, Museum Park, annual Art in Bloom fundraiser, and in-kind products and services.

Essential Responsibilities:

- Work with the various departments at the Museum—Marketing and Design, exhibitions manager, Performing Arts, Education, Programs, and Museum Park Planning—to coordinate corporate recognition benefits for the various sponsored programs.
- Deliver the company benefits as promised and create a “proof of performance” report with all examples of sponsor recognition included.
- Submit online grant requests to company foundations.
- Maintain a shared document for marketing and design to track sponsorship benefits and recognition components.

- Oversee the Business Friends Membership program (annual gifts of 1K to 10K).
- Serve as an active member of the NCMA team, as needed.

Minimum Requirements

- Four-year college degree. Graduate degree in business, marketing, or nonprofit management desirable.
- Minimum five years sales experience, with corporate contacts a plus.
- Excellent organizational and communication (oral and written) skills.
- Ability to work successfully as part of a team.
- Willingness to work evenings and weekends as required.
- Enthusiastic, customer-friendly manner; ability to meet challenging customer situations with a tactful, positive attitude.
- Ability to work independently and to be self-directed in finding solutions to challenges.

Physical Requirements:

- Ability to lift up to 20 pounds.
- Ability to sit for long periods of time.

Equipment Used:

- Basic office equipment; phone, computer, copier, and fax machines.

Diversity Statement: The North Carolina Museum of Art Foundation, Inc., is committed to creating an equitable, hospitable, appreciative, safe, and inclusive environment—one that embraces the full spectrum of all community members' contributions. The NCMA Foundation makes this commitment because diversity strengthens the workforce in competence and ability; celebrating diversity appreciates and values individual differences; diversity serves an increasingly heterogeneous society; diversity is crucial to our ability to serve all citizens. The NCMA Foundation encourages and supports staff efforts to reach out to people of all races, national origins, abilities, religions, sexual orientations, veteran status, ages, and genders who visit and who live in communities nearby. This outreach is to focus on engaging in partnerships that expand programs and services in a way that is meaningful and of value to all people. The NCMA Foundation is dedicated to offering quality experiences to all visitors through a workforce and volunteer corps that reflects the diversity of North Carolina.

The North Carolina Museum of Art Foundation, Inc., is an equal opportunity employer.

We strive to create a working environment that includes and respects cultural, racial ethnic, sexual orientation, and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam-era veterans, and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact hrcmuseum@gmail.com.