

CROCKER art museum

POSITION DESCRIPTION

TITLE: Government & Corporate Giving Manager

DEPARTMENT: Development

SUPERVISOR: Director of Institutional Advancement

EMPLOYMENT STATUS: Full-time/Exempt

HIRING RANGE: \$85,000 – \$90,000. Salary will be commensurate with experience and other qualifications.

PRIMARY OBJECTIVE:

The Crocker Art Museum is dedicated to promoting an awareness of and enthusiasm for human experience through art. We measure our success by our ability to enrich the intellectual and cultural life of the communities we serve. This position helps fulfill this by generating funds from new and existing partners, including corporations, foundations, organizations, and government granting agencies. Core to this position is the effective written presentation of the Museum's mission, exhibitions, programs, and institutional priorities through the development, execution, and follow-up of solicitations and proposals. This position is also responsible for ensuring funded projects are executed and funds are spent in compliance with funder requirements.

DUTIES AND RESPONSIBILITIES:

- In consultation with the Director of Institutional Advancement, manage a comprehensive funding strategy and grant schedule.
- Conduct research on corporations, foundations, organizations, and government granting agencies to identify potential funders.
- Cultivate funders through regular email and phone communications, and in-person meetings as needed.
- Work closely with various departments to gather information and prepare materials for grant applications and reports.
- Draft concepts, proposals, applications, presentations, and reports.
- Onboard relevant Crocker staff to funded projects and work with project directors and managers to ensure all proposed outcomes are clearly defined, communicated, and delivered.
- Manage all funded awards and ensure project expenses are properly tracked and all grant deadlines are met.
- Oversee and implement stewardship strategies for corporate and foundation funders, including benefit fulfillment.

- Provide analysis and reports to track progress toward fundraising goals.
- Maintain updated records for institutional funders in the fundraising database (Tessitura).
- Coordinate with the Marketing department on grant and sponsorship related activities, including but not limited to: annual report, *ArtLetter* member magazine, funder recognition, and other outreach materials.
- Maintain knowledge of Museum programs and initiatives. Must be able to write a strong case for support to funders.
- Attend appropriate and important community, civic, and social events/activities.
- All other duties as assigned.

SKILLS AND EXPERIENCE:

- Minimum 3 years of demonstrated grant writing and management experience is required.
- Prior experience managing federal or city, county, and state funded grants is preferred.
- Ability to communicate clearly and effectively through written communications in both the persuasive and expository writing style.
- Intellectual curiosity and problem-solving ability.
- Demonstrated ability to work effectively in teams and across departments.
- Proven ability to handle confidential information with discretion.
- Proficiency with Microsoft Office Suite.
- Tessitura or other CRM software experience preferred.
- Ability to successfully plan and achieve short-term and long-term fundraising goals.
- Knowledge of institutional funding best practices.
- Excellent organizational and project management skills that reflect ability to prioritize and coordinate multiple projects while meeting deadlines.
- Ability to understand and employ various financial skills, e.g., budgeting and forecasting.
- Punctuality.
- Good judgement.
- Skills in diplomacy.
- Must be available some evenings and weekends.
- Ability to monitor own work to ensure quality and accuracy.

INSTITUTIONAL RESPONSIBILITIES:

- Support the Museum's mission, vision, values, strategic plan and institutional DEAI initiatives.
- Commit to a positive organizational culture based on mutual respect, cooperation, and openness to other's perspectives.
- Represent the Crocker at a variety of programs and functions.

FISCAL RESPONSIBILITIES:

- Assist the Director of Institutional Advancement in preparing the annual budget and work plan. Must work within established budgets.
- Steward the Museum's resources responsibly.

- Demonstrate accuracy and thoroughness when dealing with financial tasks.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand and walk; sit for long periods of time; use hands and fingers to handle or feel; reach with hands and arms. The employee must occasionally lift and/or move up to 40 lbs.

EQUAL OPPORTUNITY EMPLOYER:

Crocker Art Museum strives to comply with all applicable laws prohibiting discrimination, and is an equal opportunity employer. The Museum makes employment decisions on the basis of merit and business need in order to have the best available person in each job. The Museum has a “zero-tolerance” policy prohibiting discrimination based on race, color, religious creed, gender, genetic characteristics, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, or other protected categories identified by federal, state or local laws. Any such discrimination is prohibited.

WORK SCHEDULE:

On-site with opportunity for a hybrid work schedule after three months of employment (16 hours per week maximum for remote work). Hours are generally 8:30am to 5:30pm.

TO APPLY:

Please email your cover letter and resume to camajobs@crockerart.org. Questions can be directed to (916) 808-5059.