

Job Description

Job Title: Membership and Corporate Gifts Manager	Updated: November 2023
Department: Development	FLSA Status: Exempt (non-overtime eligible)
Reports to: Deputy Director of Development	Full-time (Monday-Friday schedule)

Job Summary:

The Membership and Corporate Gifts Manager is responsible for the cultivation, annual receipt and commitment goals and stewardship of a portfolio of members and corporate donors. The Membership and Corporate Gifts Manager also provides fundraising support to the Deputy Director of Development and Executive Director who engage with individual and corporate donors. The position also supports the museum's annual fundraising events and membership initiatives. The ideal candidate will develop strategies to successfully position the organization in front of member prospects, companies, and corporations and plays a key role in reaching the team fundraising goal of \$2 million+ for the annual budget and increasing membership and corporate commitments.

This position is a Monday – Friday schedule with availability evenings and weekends for fundraisers and membership events.

Job Duties and Responsibilities:

Corporate Gifts

- Primary focus is growth in current and new corporate partners.
- Research, cultivate, solicit, steward, and manage a portfolio of 75+ current and new corporate donors and prospects with an annual giving capacity of \$1,000 - \$25,000+.
- In coordination with the Deputy Director of Development develop, multi-year fundraising goals, strategies, and prospect list.
- Serve as liaison for incoming corporate inquiries to ensure alignment, timely response, and implementation of relationships; expand, enhance, and retain partnerships.
- Expected to spend 50%-60% of weekly time building relationships, on corporate donor calls/appointments, cultivating and soliciting gifts; build relationships and corporate donor solicitations with a combination of in-person and virtual opportunities.
- Maintain interactions and moves management strategy in the database and hard copy record, as appropriate.
- Meet with the Deputy Director of Development weekly/monthly and keep appropriate staff up to date on interactions with corporate donors, including research information, and goals and outcomes of corporate donor meetings.

- Work closely with the Deputy Director of Development, the Marketing Department, and all segments of the Museum to understand departmental opportunities for program sponsorship, assist in developing sponsorship materials including engaging and inspiring letters, proposals, and corporate brochures.
- Primary lead for sponsor tracking and recognition for events, fundraisers, and exhibitions, in coordination with the Development Team working cross-departmentally with leadership and Museum teams to ensure proper corporate sponsor recognition on internal/external signage and marketing materials.
- Develop stewardship reports along with annual report and impact summaries in coordination with the Deputy Director of Development and cross-departmental teams.
- Provide support to the Development Administrative Assistant Manager and the Finance Department to manage the gift recording, acknowledgments, and stewardship reports.
- Work with the Development Administrative Assistant Manager to ensure appropriate corporate thank you letters for fundraiser and event sponsors.
- Maintain an active understanding of the department mail processes and tracking reports, including processing check deposits with another staff member present, and entering data into the CRM database, as needed.

Membership

- Provide managerial oversight and implementation of the Museum's membership program.
- The primary focus is retention and growth in current lapsed and new members.
- Evaluate, develop, and build the membership program and work in coordination with the Deputy Director of Development to ensure the program follows the Museum's strategic plan.
- Engage with a broad portfolio of members strategically segmenting and targeting interactions to strengthen relationships by documenting past interactions and targeting future engagement.
- Provide recommendations to the Deputy Director of Development on prospects for leadership level upgrades and joins.
- In coordination with the Deputy Director of Development, actively seek ways to prospect new members through internal constituent analysis including classes, events, ticket purchases, and facility rentals, as well as through external partners.
- Serve as lead and collaborate with the Community Engagement and Exhibition Teams to plan, coordinate, and implement lively and engaging member activities to encourage growth in membership. This includes but is not limited to monthly member hours, weekend member activities, and special evening programs.

- In coordination with the Deputy Director of Development, establish and implement a young professionals membership group.
- Maintain member and vendor interactions and moves management strategies in the database and hard copy record, as appropriate.
- Provide guidance to the Development Administrative Assistant Manager for membership materials and mailings including cards, inserts, reciprocal lists, invitations, member publications, certificates, renewal letters, and upgrades.
- In coordination with the Marketing Department and Deputy Director of Development, work on social media efforts and website content for the membership program to ensure consistent marketing strategies, branding, and messaging, with appropriate credit permissions and recognition.
- In coordination with the Marketing Department and Deputy Director of Development, develop marketing materials, packages, and marketing campaigns for the membership program.
- In coordination with the Development Administrative Assistant Manager, evaluate and respond to funding declines with members by working through a needs assessment; track, report, and conduct follow up with lapsed members and provide guidance on Leadership lapsed donors, where applicable.
- Manage the Museum's Membership inbox and Member communications; coordinate responses with the Development Team, as needed.
- In conjunction with Community Engagement and Marketing Departments, identify and attend external opportunities to promote the TMA Membership program including but not limited to: institutional and organizational presentations, fairs and festivals, symposiums and conferences, and civic events; follow up with personal solicitations.

General Duties

- Serve as support for all Development events and fundraisers including but not limited to Women's Luncheon, Sidewalk Art Show, Special Ticketed Exhibition Opening Party, Chairman's Dinner & Summer Celebration, Tastings at the Taubman events, and VIP events.
- Provide support for committee meetings – including but not limited to Sidewalk Art Show, Women's Luncheon, Special Ticketed Exhibition Opening Party.
- Actively participate in weekday, evening, and weekend Museum programs, fundraisers, and events as assigned.
- Work in coordination with the Deputy Director of Development and Executive Director to seek out and secure quarterly speaking engagements to promote the Museum at its events/programs.
- Work with the Visitor Services Manager, and in conjunction with the Development Team, to identify and fill department volunteer needs.
- Perform other tasks as assigned by the Deputy Director of Development and Executive Director.

Knowledge, Skills and Abilities:

Strong interpersonal skills, work ethic, and self-discipline to work both independently and within a team of individuals with diverse backgrounds. Strong verbal and written communication skills. Detail-oriented with strong organizational, analytical, communication, and planning skills. Ability to prioritize and manage multiple tasks and a variety of demands. Demonstrated ability to meet financial goals with proven track record of growth in development and fundraising with endowment and planned giving knowledge; think strategically and creatively; persuade others. Knowledge of development principles and non-profit organizational management to assist with a comprehensive fundraising program. Demonstrated writing ability and willingness to be hands-on in a role that is demanding and requires a high level of energy. Ability to lead, coach, train, and motivate members of the development team and benefit volunteer committees. Commitment to integrity and confidentiality and a high-degree of accuracy and ethicality with record keeping. A positive outlook and willingness to learn and grow. Passion for the Museum's mission to bring art and people together for discovery, learning, and enjoyment.

Training, Education and Experience:

Bachelor's degree preferred or equivalent education and experience. 6-10 years of increasingly responsible advancement experience in fundraising required, specifically managing a portfolio with demonstrated success in closing gifts between \$1,000-\$25,000+. Experience in strategic planning for development, membership management, major gifts, capital campaigns, corporate and marketing initiatives a plus. Management experience preferred; ability to manage multiple priorities and meet deadlines. Experience in nonprofit arts and culture organizations and experience with corporate giving preferred.

Special Requirements:

Must be available to work flexible hours weekly, including nights, and weekends as needed. Must possess and maintain a valid driver's license and maintain a driving record acceptable to the Taubman Museum of Art and its insurance carrier(s).

EEOC Statement:

The Taubman Museum of Art is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status or any other federal, state or local protected class. The Taubman Museum of Art is also committed to complying with all fair employment practices regarding citizenship and immigration status.

Taubman Museum of Art is committed to creating a diverse environment:

At The Taubman Museum of Art we each contribute to inclusion—we all have a role to play. Our culture is the result of our behaviors, our personal commitment, our curiosity, how we collaborate, and the ways that we courageously share our perspectives and encourage others to do the same. In turn, our inclusive culture inspires us to try new things and share information openly and transparently. It brings us together in ways that help us stand out. Our inclusive culture empowers all of us to connect, belong, and grow.