

Corporate Partnerships Officer

Department: Development
Reports To: Chief Advancement Officer
FLSA Status: Exempt

The Corporate Partnerships Officer will be responsible for the execution of all corporate fundraising for the annual fund of the Dallas Holocaust Museum. In this capacity, the Officer will oversee and manage multiple, time-sensitive fundraising projects and committees.

In coordination with the Chief Advancement Officer, the Officer will help develop and raise funds from the corporate sector. The Officer will secure exhibit and program sponsorships from corporations, sell memberships to the newly developed *Business Partners* program, and secure sponsors for donor events.

Duties include: stewardship of current donors, cultivation of prospects, creation of proposals, execution of benefits to be received, reporting and renewal of support, overseeing the Young Leadership committee, working events on nights and weekends.

In this capacity, the Officer must also be able to write or edit grant applications as needed in solicitation of annual operating support.

In utilizing the advocacy and support of board members and volunteers in these roles, the Officer must demonstrate exemplary board and volunteer relations practices.

Annually, the Officer will be expected to meet or exceed fundraising metrics developed by the Chief Advancement Officer. The Officer will meet with the Chief Advancement Officer quarterly to review progress toward stated metrics.

Responsibilities Include:

- Secure memberships to the Business Partner program, responsible for raising \$40,000 annually.
- Secure sponsorships for donor events from the corporate sector, responsible for raising \$40,000 annually.
- Secure sponsorships for exhibits and programs from the corporate sector, responsible for raising \$25,000 annually.
- Manage all corporate stewardship ensuring donors receive appropriate benefits and recognition.
- Ensure members and donors receive appropriate gift acknowledgement and recognition via reports, pledge reminders and other appropriate follow-up.
- Develop positive relationships with current donors and develop stewardship plans for our donors.
- Manage and recruit committee members for the Young Leadership Initiative.
- Document all donor visits and correspondence via the use of contact reports and Raiser's Edge software.
- Working events and functions on nights and weekends.

Minimum Skills Needed:

- Education: Bachelor's Degree
- Three to five years demonstrated success in corporate sponsorships, membership programs or annual giving preferred
- Excellent written and oral communication skills
- Proficiency in Microsoft Office
- Working knowledge of Raiser's Edge fundraising software is a plus

The Dallas Holocaust Museum/Center for Education and Tolerance is an equal opportunity employer.

Applicants, please send cover letter referencing the job title and resume to resume@dallasholocaustmuseum.org

