



# AMERICA'S CAR MUSEUM®

Now Seeking Candidates For The Following:

## CORPORATE & FOUNDATION RELATIONS DIRECTOR

REFERENCE JOB#: W8000

CLOSES: When Filled

APPLICATION PROCESS: See bottom of ad

AMERICA'S CAR MUSEUM is an Equal Opportunity Employer

---

EFFECTIVE DATE: 05/13/15

REPORTS TO: VP of IA

DIVISION: Institutional Advancement

SUPERVISES: N/A

DEPARTMENT: Development

DRIVING CLASS: Required

FLSA CLASS: Professional Exempt

BENEFITS: Eligible

FTE STATUS: 1.0 (Full-time)

---

### GENERAL SUMMARY:

The Corporate & Foundation Relations Director develops and maintains strong supportive relationships for America's Car Museum (ACM), with corporate and foundation donors and prospects, and conducts an active local, regional, and national solicitation program to raise financial and in-kind support. The Director manages and grows a portfolio of corporate and foundation prospects, and stewards prospects by creating meaningful relationships and opportunities for compelling partnerships that secure, sustain, and maximize funding in support of the Museum's mission, programs, exhibits, and initiatives.

The Corporate & Foundation Relations Director reports to the Vice President of Institutional Advancement and performs a majority of work independently while exercising professionally sound judgment and discretion. Responsibilities include, but are not limited to: Developing, overseeing, and executing a successful annual corporate and foundation fundraising plan; Identifying, cultivating, stewarding, and maintaining an active portfolio of corporate and foundation donors and prospects; Soliciting gifts, grants, sponsorships, and in-kind donations; Managing the corporate and foundation giving process; Achieving fundraising goals; Responding to foundations; Ensuring timely and accurate tracking and reporting; Ensuring proper allocating and coding of received gifts; Arranging acknowledgement and recognition activities; Monitoring proposal deadlines, preparing and editing proposals, and managing proposal submissions; Overseeing the reporting and pledge payment schedules; Maintaining up to date corporate sponsorship data; Communicating interdepartmentally for the proper utilization and administration of grants, sponsorships, and in-kind gifts; Creating regular and annual internal reports; Developing and implementing corporate and foundation policies and procedures; Overseeing the Corporate and Foundation marketing and website content; and, Making public and private presentations;

This position description has been designed to indicate the general nature and level of work performed by jobholders within this role. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job. The requisites described within this

position description are representative, but not all-inclusive, of the knowledge, skills, and abilities required for this position. To perform the job successfully, the incumbent must perform each essential responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

## **PRIMARY OBJECTIVES:**

1. Design, implement, and manage a comprehensive proactive development plan that expands and enhances corporate and foundation relationships with ACM by directing and coordinating activities relevant to those entities;
2. Cultivate and maintain long-term relationships with corporate sponsors and foundations and cultivate prospect relationships to meet fundraising goals , objectives, and responsibilities;
3. Maintain an active portfolio of corporate and foundation donors and prospects and implement highly individualized cultivation strategies that raise awareness and funding in support for the Museum's mission, programs, exhibits, and initiatives.
4. Maintain high quality stewardship for active corporate and foundation prospects and donors that includes a strong case for corporate and foundation support and ensures that stewardship and reporting requirements are met to sustain successful long-term partnerships;
5. Ensure tracking, fulfillment, and reporting are accurate and timely through active interdepartmental collaboration and communication.

## **MAJOR RESPONSIBILITIES:**

1. Achieving targeted fundraising goals by conducting an active local, regional, and national solicitation program.
2. Developing, executing, and overseeing a successful annual fundraising action plan with monthly and quarterly monetary and activity benchmarks.
3. Cultivating and maintaining an active portfolio of high-level corporate and foundation donors and prospects and stewarding prospects by creating meaningful relationships and opportunities for compelling partnerships;
4. Tracking grants, in-kind donations, and sponsorships and collaborating with the Finance Department and other personnel to ensure the proper recording, administration, and fulfillment of grants, sponsorships, and in-kind gifts;
5. Arranging, conducting, and coordinating stewardship and recognition activities for corporate sponsors and donors;
6. Monitoring proposal deadlines, preparing and editing proposals, managing proposal submissions, analyzing conditions and terms of new agreements and structure, and overseeing the pledge payment schedules for all active awards;
7. Creating regular and annual reports including, financial, executive, funding, prospect, and fulfillment.

## **QUALIFICATIONS:**

The incumbent for this position must possess a Bachelor's degree (Master's Degree preferred) from an accredited college or university and 5-years of significant, successful fundraising experience in the cultivation, solicitation, and stewardship of benefactors, including a successful track record in fundraising from corporations and/or foundations. Prior fundraising experience in a large non-profit or educational institution is highly desired.

### **Additionally, the incumbent must possess:**

1. The ability to pass an in-depth background investigation including criminal history, employment records, and personal references;

2. A valid driver license with the ability to drive a personal vehicle for business purposes;
3. An in-depth understanding and skill in stewarding donors;
4. Experience with charitable giving techniques, relationship-building skills, and success in closing significant gifts;
5. Experience in budgeting and financial management;
6. Effective project management skills, attention to detail, and ability to drive projects toward successful completion;
7. Strong skills in strategic planning, goal setting, and goal fulfillment;
8. A solid proficiency in the English language with strong professional communication skills including, the ability to communicate and work effectively with a variety of internal and external stakeholders;
9. Outstanding presentation skills and the experience and proclivity to be an outgoing spokesperson, relationship builder, and fundraiser;
10. A demonstrated record of collaboration with others –board members, staff, volunteers, and donors—involving the accomplishment of strategic objectives;
11. The skill and ability to work independently with general instruction and minimal supervision while maintaining a team oriented approach and attitude;
12. The interpersonal skills, sensitivity, and ability to professionally interact with a diverse range of people of all ages, socio-economic groups, and personality types;
13. An ability to effectively multi-task and coordinate between different projects and/or departments and agencies while remaining organized and solution focused;
14. An ability to thrive in a fast-paced, dynamic environment, with high expectations for professional outcomes;
15. Proficient skills in the use of MS Word, Excel, Power Point, Outlook, and Web browsers;
16. The ability to critically analyze and resolve quantitative, logistical, and motivational problems;
17. The ability to stand and sit for extended periods of time, bend stoop, and twist regularly, manipulate items with fingers frequently, operate a computer regularly, visually inspect displays/monitors, and effectively communicate verbally, and in written format, with guests, employees, management, prospects, funders, and stakeholders regularly.

## **PREFERRED QUALIFICATIONS:**

1. Fundraising experience in a large non-profit or university;
2. A master's degree;
3. An innovative and creative approach to corporate and foundation development;
4. A familiarity and appreciation for historic and collectible vehicles.

## **WORKING CONDITIONS:**

1. Exposure to a combination of office, shop, commercial retail, commercial food, and outside environments;
2. Minimal exposure to cleaners and various other chemicals;
3. Minimal exposure to dust, gases, and fumes.

## **RESPONSIBILITIES:**

### **CULTIVATION, STEWARDSHIP & FUNDRAISING:**

1. Achieves fundraising goals in alignment with corporate objectives;

2. Creates a sustainable, long-term Corporate and Foundation giving program for ACM;
3. Cultivates and maintains an active portfolio of high-level corporate and foundation donors and prospects;
4. Develops highly individualized cultivation strategies to make donors/prospects aware of programs and projects at ACM through cold calls, follow-up calls, e-mail contacts, large and small presentations, publications, letters, prospectuses, and proposals, as well as site visits, field tours, etc.;
5. Identifies emerging business leadership and industry trends with a special emphasis on connecting corporate and foundation values with ACM's vision and mission;
6. Actively solicits corporate and foundation support for the Museum's mission, programs, and initiatives;
7. Develops, reviews, and implements corporate and foundation policies and processes to support the effective identification, cultivation, solicitation, and stewarding of gifts;
8. In collaboration with the Marketing & Communications Department, arranges, conducts, and coordinates cultivation, stewardship, and recognition activities such as on-site signage, recognition in publications, on-site visits for corporate sponsors and donors, etc.

### **GIFT & GRANT TRACKING & REPORTING**

1. Manages the corporate giving program including, prospect identification, the acknowledgement process, and gift tracking within the Client Relationship Management database (Altru);
2. Develops annual plan and calendar for all foundation target submissions, as well as for reporting deadlines and requirements;
3. Prepares and edits proposals and monitors proposal deadlines and submissions;
4. Oversees the reporting and pledge payment schedules for all active awards;
5. Responds to foundations and prepare reports in a timely manner with accurate information to maintain and strengthen positive relationships with donors and to meet specific reporting and deadline requirements;
6. Collaborates with Finance Department and other personnel to ensure the proper recording, tracking, administration, and fulfillment of grants, sponsorships, and in-kind gifts;

### **ADMINISTRATIVE:**

1. Maintains corporate and foundation giving policies and procedures to ensure financial, legal, and income tax requirements for charitable giving are upheld;
2. Participates in annual Institutional Advancement Department's strategic and operational planning process and provides an effective annual plan for the Corporate and Foundation program within the Division;
3. Communicates the requirements for the proper utilization and administration of grants, sponsorships, and in-kind gifts to pertinent departments and museum staff;
4. Acts as liaison between foundation personnel and ACM staff to facilitate donation agreements and reporting expectations;
5. Oversees the Corporate and Foundation marketing and website content in collaboration with the Marketing Department;
6. Collaborates with Finance and the VP for Institutional Advancement to ensure periodic reports are provided to the President & CEO and to the Board regarding the status of corporate and foundation gift development;
7. Ensures corporate sponsorship lists are up to date for recognition and fulfillment purposes;

**OTHER:**

1. Makes public and private presentations as needed or requested;
2. Promotes ACM and its diverse initiatives;
3. Maintains a flexible schedule and works weekends and late nights, as needed;
4. Leads, coordinates, and attends meetings as needed or requested;
5. Maintains and reports statistical data as needed or requested;
6. Drives personal vehicle for business purposes;
7. Utilizes MS-Word , Excel, PowerPoint, and Publisher to generate communications, presentations, and reports;
8. Utilizes MS-Outlook for email communications and scheduling;
9. Participates in on-call responsibilities for emergency response;
10. Performs other duties as assigned.

**REQUIRED APPLICATION MATERIALS:**

To apply for this position, include all of the following:

**NOTE: All 4 application elements must be received to be considered for this position.**

1. Salary History *(Must be incorporated into resume, email or attachment)*
2. Professional references *(minimum of three contacts)*
3. Cover letter *(include specific job reference # W8000)*
4. Resume

Email all 4 application elements to [HR@AmericasCarMuseum.org](mailto:HR@AmericasCarMuseum.org) or fax to 253-779-8499.