



CORPORATE, FOUNDATION, & GRANTS OFFICER POSITION DESCRIPTION

EFFECTIVE DATE:	<u>04/15/2022</u>	REPORTS TO:	<u>VP of IA</u>
DIVISION:	<u>Institutional Advancement</u>	SUPERVISES:	<u>N/A</u>
DEPARTMENT:	<u>Development</u>	DRIVING CLASS:	<u>Required</u>
FLSA CLASS:	<u>Professional Exempt</u>	BENEFITS:	<u>Eligible</u>
FTE STATUS:	<u>1.0 (Full-time)</u>		

GENERAL SUMMARY:

The Corporate, Foundation, & Grants Officer develops and maintains strong supportive relationships for America's Automotive Trust (AAT) and its member organizations, with corporate and foundation donors and prospects, and conducts an active local, regional, and national solicitation program to raise financial and in-kind support. This position 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, & Grants Officer reports to the Vice President of Institutional Advancement and performs the 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 by directing and coordinating activities relevant to those entities;
2. Develop highly individualized cultivation strategies to make donors/prospects aware of programs and projects at AAT and its member organizations 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.;
3. Cultivate and maintain an active portfolio of corporate and foundation donors and prospects, solicit gifts, grants, sponsorships, and in-kind donations; and implement highly individualized cultivation strategies that raise awareness and funding in support AAT and its member organizations' mission, programs, exhibits, fundraising goals, objectives, 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. Create a sustainable, long-term Corporate and Foundation giving program for AAT and its member organizations;
2. Achieve targeted fundraising goals by conducting an active local, regional, and national solicitation program;
3. Develop, execute, and oversee a successful annual fundraising action plan with monthly and quarterly monetary and activity benchmarks;
4. Identify emerging business leadership and industry trends with a special emphasis on connecting corporate and foundation values with AAT and its member organizations' vision and mission;
5. Track grants, in-kind donations, and sponsorships and collaborate with the Finance Department and other personnel to ensure the proper recording, administration, and fulfillment of grants, sponsorships, and in-kind gifts;
6. Communicate the requirements for the proper utilization and administration of grants, sponsorships, and in-kind gifts to pertinent departments and staff;
7. Arrange, conduct, and coordinate stewardship and recognition activities for corporate sponsors and donors;
8. Monitor proposal deadlines, prepare and edit proposals, manage proposal submissions, analyze conditions and terms of new agreements and structure, and oversee the pledge payment schedules for all active awards;
9. Create regular and annual reports including, financial, executive, funding, prospect, and fulfillment;
10. In collaboration with the Marketing & Communications Department, arrange, conduct, and coordinate cultivation, stewardship, and recognition activities such as on-site signage, recognition in publications, on-site visits for corporate sponsors and donors, etc.;
11. Oversee the Corporate and Foundation marketing and website content in collaboration with the Marketing Department;
12. Manage the corporate giving program including, prospect identification, the acknowledgement process, and gift tracking within the Client Relationship Management database (Altru);

13. Develop the annual plan and calendar for all foundation target submissions, as well as for reporting deadlines and requirements;
14. Respond 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;
15. Participate 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;
16. Act as liaison between Foundation personnel and member organization's staff to facilitate donation agreements and reporting expectations;
17. Ensure corporate sponsorship lists are up to date for recognition and fulfillment purposes;
18. Make public and private presentations as needed or requested;
19. Promote AAT and its member organizations and its diverse initiatives;
20. Maintain a flexible schedule and works weekends and late nights, as needed;
21. Drive personal vehicle for business purposes;
22. Utilize MS-Word, Excel, PowerPoint, and Publisher to generate communications, presentations, and reports;
23. Utilize MS-Outlook for email communications and scheduling.

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. Education and relevant experience may substitute one for the other on a year for year basis.

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. Experience in researching, facilitating, and tracking grants;
7. Effective project management skills, attention to detail, and ability to drive projects toward successful completion;
8. Strong skills in strategic planning, goal setting, and goal fulfillment;
9. 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;

10. Outstanding presentation skills and the experience and proclivity to be an outgoing spokesperson, relationship builder, and fundraiser;
11. A demonstrated record of collaboration with others –board members, staff, volunteers, and donors— involving the accomplishment of strategic objectives;
12. The skill and ability to work independently with general instruction and minimal supervision while maintaining a team-oriented approach and attitude;
13. The interpersonal skills, sensitivity, and ability to professionally interact with a diverse range of people of all ages, socio-economic groups, and personality types;
14. An ability to effectively multi-task and coordinate between different projects and/or departments and agencies while remaining organized and solution focused;
15. An ability to thrive in a fast-paced, dynamic environment, with high expectations for professional outcomes;
16. Proficient skills in the use of MS Word, Excel, Power Point, Outlook, and Web browsers;
17. The ability to critically analyze and resolve quantitative, logistical, and motivational problems;
18. 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. An innovative and creative approach to corporate and foundation development;
2. 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.