



Job title	<i>Corporate Giving Development Manager</i>
Reports to	<i>Director of Organizational Development</i>
Team	<i>Development</i>
Grade	<i>3-E</i>

What we want

Discovery Lab seeks an energetic and organized professional to serve as Corporate Giving Development Manager (CGDM). This full-time position reports to the Director of Organizational Development. The CGDM is an integral member of Discovery Lab's fundraising and marketing efforts with specific responsibility for corporate and corporate foundation donor cultivation, solicitation and stewardship. The CGDM will develop and implement a strategic development plan to establish long term partnerships, strengthen existing relationships, and initiate new contacts within the corporate sector to increase corporate giving including corporate memberships and event and exhibit sponsorships. This position works as a team with the grants manager and their individual giving counterpart. Strong communication and relationship-building skills and a pleasant, positive rapport are necessary to communicate with donors, board members, and all internal departments.

What you'll do

Primary functions:

- Oversees the planning and development of a goal-driven corporate sponsorship/membership program in support of events and exhibit development for the museum.
- Identify corporate prospects and conduct research to qualify prospects.
- Develop, manage, and implement cultivation and solicitation strategies for corporate sponsorships and capital donations, including proposals and negotiation of marketing agreements.
- Arrange, conduct and coordinate cultivation, stewardship and recognition activities such as on-site signage, recognitions in publications, and on-site visits for corporate sponsors and donors.
- Develop new and manage the enhancement of existing corporate relationships and programs.
- As a representative of Discovery Lab to the public, maintains a high degree of professionalism and appearance. Attends meetings as needed and makes calls to donors as necessary.
- Maintain accuracy of donor tracking systems and database for corporate constituents, while maintaining confidentiality of donor information.
- Prepare regular reports on corporate programs.
- Participate on interdepartmental teams for events, activities, and exhibits for the solicitation of corporate sponsorships within the funding matrix.
- Develop, administer, and track budgets for the corporate giving program.

Secondary functions:

- Assumes other tasks and responsibilities as assigned by the Director of Organizational Development.

What you'll need**Knowledge and skills:**

- Knowledge of cultivation, solicitation, and stewardship strategies and techniques, particularly in the area of corporate fundraising techniques.
- Self-motivation and discipline to regularly set and achieve work goals.
- Ability to exercise initiative and good judgment, ability to deal with rapidly changing priorities, track multiple projects simultaneously, meet stringent deadlines, possess excellent problem-solving, organization, administrative, and interpersonal skills.
- Ability to maintain a high level of poise and professionalism in all circumstances.
- Computer literacy with demonstrated competence in word processing and spreadsheet applications.
- Excellent communication skills, both oral and written, and ability to maintain confidentiality.

Education and work experience:

- Bachelor's Degree and/ or equivalent combination of education and experience.
- 3 years of experience in a fund development environment

How you'll work

This job is a regular, full-time, exempt position. The typical work schedule for this job is Monday-Sunday between 9 am – 5:30 pm. Occasional after hours or weekends may be required. Shared office environment.

Physical requirements

55% Sitting, 35% Standing, 10% Lifting/Carrying/Pushing/Pulling no more than 10-50 lbs.

Additional requirements

- Valid driver's license
- Pre-employment and/or pre-duty checks, such as criminal background check, alcohol and drug test, and reference checks

Direct reports

None

This position description is representative of the major position requirements and is not intended to be all inclusive.

Discovery Lab is an equal opportunity employer and does not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or any other basis made unlawful by applicable federal, state, or local laws or regulations.