Position Title: Corporate and Foundation Relations Officer
Department: Development
Reports to: Director of Development

POSITION DESCRIPTION
Working in close alignment with the Director of Development, the Corporate and Foundation Relations Officer is responsible for the grant seeking and grant management process, including initial research, proposal development and submission, and follow-up reporting, for all grants undertaken by the museum. To supplement these efforts, the Corporate and Foundation Relations Officer works with key program staff throughout the museum to measure, report, and improve outcomes for all Brooks programming. Additionally, the position is responsible for fulfillment of the museum's sponsorship goal.

MAJOR RESPONSIBILITIES

GRANTS
- Ensure the fulfillment of the Brooks’ Grants budget.
- Maintain and monitor a calendar of deadlines for grant applications, proposals, and reporting, and communicate this information to appropriate Brooks staff in a timely manner.
- Research and vet additional grant opportunities with the potential to support priority capital, operational, programmatic, and endowment initiatives throughout the museum.
- Participate in planning sessions in order to design or revise programs in ways that are effective, outcome-oriented, and appealing to funders.
- Perform all major grant writing activities for the museum, including, but not limited to, initiating letters of inquiry and drafts of proposals; obtaining internal permissions and approval on proposals; preparing supporting documents; and composing, compiling, and submitting completed applications.
- Manage required reporting for all funded grants, including evaluating and tracking outcomes in clear, compelling ways that exceed funder requirements.
- Convene regular meetings with program and other involved staff to ensure grant funds are expended and tracked in keeping with funders’ allocation guidelines.
- With the Development Operations Officer, oversee and continually improve the museum’s general and program-specific evaluation and data collection efforts to demonstrate effectiveness and improve the grant-worthiness of museum efforts.
- Act as the primary liaison and point of contact for grant-makers, program officers, and other foundation representatives.
SPONSORSHIPS

• Ensure the fulfillment of the Brooks' sponsorship budget.
• Maintain and expand a list of potential corporate and individual sponsors for exhibitions, programs, and activities throughout the museum.
• Design and implement an annual plan for securing year-over-year renewable sponsorships for ongoing programs and activities.
• Develop compelling written sponsorship proposals for a variety of staff and Board members to use in their solicitation efforts.
• Oversee and ensure proper recognition and stewardship for all exhibition, program, event, and general sponsors, including corporations, individuals, and foundations.

ADDITIONAL DUTIES

• Attend and assist with museum functions and events.
• Compose and proofread written communications for executive leadership, board, and other staff as requested, including materials for public speaking engagements.
• Represent the Brooks in professional circles and before the public in a manner that enhances the prestige and credibility of the museum.
• Perform other related duties as requested or assigned.

QUALIFICATIONS & SKILLS

• Bachelor's degree (or 3-7 years of work experience with nonprofit administration, grant writing, or fundraising);
• Three or more years' experience in nonprofit grant writing and fundraising with a proven track record of success;
• Familiarity and experience working with national, governmental and local funders;
• Demonstrated analytical and persuasive writing skills experience as well as superior editing skills, including ability to convey complex information in a clear manner to a diverse audience;
• Detail oriented and highly organized with the ability to manage multiple tasks simultaneously while adhering to goal-driven schedules and meeting assigned benchmarks;
• Collaborative team player willing to work cross-departmentally and with community input to deliver innovative events and programs that incite member engagement and loyalty;
• Exceptional oral and written communication skills, including public speaking;
• Strong administrative skills and self-motivated with the ability to set priorities, manage multiple tasks, and respond to deadlines under minimal supervision in effective and efficient manner;
• Positive, can-do approach to work with a customer-service mindset and demonstrated ability to use good judgement and maintain confidentiality;
• Excellent interpersonal skills with the ability to work well with diverse audiences, including staff, management, board members, volunteers, donors, and vendors;
• Intermediate to expert skills in Microsoft Office (specifically Word, Excel and PowerPoint). Experience with donor development/CRM software systems a plus;
• Demonstrated interest in the mission, vision and values of Memphis Brooks Museum of Art;
• Available to work occasional evenings and weekends when required.

Posting Date: Tuesday, February 22, 2022

Deadline: The position will remain open until filled.

Starting Salary: $60,000 + benefits
Benefits: (i) A cafeteria plan that includes optional health, dental, vision, additional life insurance and supplemental policies, and a flexible spending account. The museum contributes toward the employee portion of premiums related to your choice of benefit options. (ii) A 403(b) retirement plan. The museum matches up to 4% of your salary annually. (iii) Employment category, combined with years of service to the museum, determines the amount of time off (OPTO) that each employee receives in addition to regular paid holidays.

APPLICATION PROCESS
Qualified individuals may apply by sending resume with cover letter, salary requirements and three professional references to dorothy.mcclure@brooksmuseum.org. No phone calls, please. We thank all applicants for their interest.

The Memphis Brooks Museum of Art is an Equal Opportunity Employer and will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, sexual orientation, disability or veteran status.

ABOUT THE BROOKS
One of the largest art museums in the American South, the Brooks houses the only major public collection of art from antiquity to the present in a 250-mile radius. The Brooks is dedicated to enriching the lives of its visitors through the museum’s expanding collection, varied exhibitions, and dynamic programs. The museum provides visitors the opportunity to learn about the visual arts through diverse traveling exhibitions and thought-provoking in-house exhibitions.

OUR MISSION
The Memphis Brooks Museum of Art enriches the lives of our diverse community through the museum's expanding collection, varied exhibitions, and dynamic programs that reflect the art of world cultures from antiquity to the present.

OUR VISION
Transforming lives through the power of art

OUR CORE VALUES
The work of the Memphis Brooks Museum of Art is guided by:
- the responsible and thoughtful stewardship of the art entrusted to our care
- the promise that art is accessible to all people
- a culture of warm hospitality and polite civic discourse
- a commitment to inclusion and diversity at all levels: collections, programming, board and staff, volunteers and audiences
- a dedication to excellence, best practices, and constant improvement in order to merit the public trust
- the abiding belief that art inspires, enlightens, and educates, and, in doing so, transforms lives, engages citizens, and builds communities