How You Will Contribute

The Corporate Partners Manager is primarily responsible for managing the Corporate Partners membership program and assisting with sponsor solicitation and stewardship for exhibitions, special events, and programs. Major responsibilities include identifying, soliciting, and activating benefits for Corporate Partners, and assisting the Corporate and Foundation Relations Officer with submitting corporate grant requests for operating support and select restricted projects.

Duties include direct solicitation of Corporate Partners prospects; management and tracking of annual renewals; preparing corporate briefing documents for Development staff and museum leadership; networking with donors and prospects at museum events; coordinating with various departments across the organization to activate benefits; and ongoing stewardship of key corporate contacts. The position works closely with the museum’s Development leadership to implement strategies to advance MBMA corporate support priorities. Assistance with museum special events is required.

Specifically, you will:

- Research, develop, and execute strategies to create and grow a renewable corporate donor base, including a Corporate Partners membership program
- Manage a roster of active Corporate Partners to secure annual renewals, including direct solicitation for renewal and tracking, and reporting with an emphasis on upsell
- Cultivate and directly solicit corporate prospects to join the Corporate Partners program through in-person meetings, electronic and print communications
- Develop and implement a pro-active annual strategy to meet the program’s goals
- Oversee revenue tracking for the Corporate Partners program
- Coordinate all aspects of partnership fulfillment including, but not limited to contract negotiation and activation of marketing, PR, hospitality benefits, and all corporate integrations across Museum events
- Implement and track benefit activation for all Corporate Partner companies
- Oversee implementation of Corporate Partners stewardship communications in all formats (print and electronic)
- With the Corporate and Foundation Relations Officer, prepare annual operating grant applications, select restricted grant proposals, and required interim and final reporting
- Oversee proper and accurate gift receipting and ensure compliance with tax deductibility policies
- Oversee Corporate Relations data entry into museum’s database and manage regular reporting and acknowledgement of gifts
- Manage processing of non-monetary corporate support, including gifts of product, gifts of service, and other support
As required, and with input from the Corporate and Foundation Relations Officer, develop strategic corporate solicitations that maximize giving potential in both unrestricted and restricted support.

Network with prospects and donors at museum events and in the community at large.

Collaborate with various departments throughout the Museum to identify corporate funding opportunities and to assess their viability; serve as liaison between Corporate Partners and various internal departments, including Curatorial, Education, Marketing and Communications, Special Events, and Visitor Services.

Prepare and coordinate proposals, briefings, attachments, and other dossiers for museum leadership to facilitate the corporate solicitation process as requested.

Work with museum departments to produce brochures, advertisements, and digital communications to support corporate development goals.

Create event orders and oversee event preparation, planning, and execution for Corporate Partner and Corporate Sponsor events.

Provide cross-functional briefings to the Special Events Officer, Operations team, and internal stakeholders on corporate matters as needed.

Coordinate with MBMA Finance department to ensure transparency and accountability in financial reporting to corporate donors.

Participate actively and collaboratively as a team member within the Development department.

Represent MBMA at Museum and donor events as needed on nights and weekends.

Your background and experience include:

- At least three years progressive experience in fundraising, preferably in an arts or educational setting.
- Corporate fundraising and prospect research experience strongly preferred.
- Previous experience managing a membership program desired.
- Exceptional communication skills with proven track record, as necessary for the varied portfolio of prospects with which this position works.
- Confidence and experience in direct solicitation of donors/constituents, as well as a driven, results-orientated approach to ensure that the program is meetings it ambitious annual goals.
- Strong organizational, interpersonal, writing, and time management skills; attention to detail; and the ability to respect and maintain confidentiality.
- Knowledge of the corporate philanthropy landscape is a plus.
- Proficiency in Microsoft Office programs required, familiarity with Raiser’s Edge and Adobe Acrobat preferred.
- Bachelor's degree or equivalent relevant experience.

Position and Compensation Details:

- The salary for this position is $50,000 + benefits.
- This position is full-time, exempt, and 35 hours per week.
- COVID-19 vaccination required.

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 relating to your choice of the optional benefits. (ii) A 403(b) retirement plan. The museum matches up to 4% of your salary annually. (iii) Employment category, combined with years of service with the museum, determines the amount of time off that (in addition to regular paid holidays) each employee receives (referred to at the museum as Other Paid Time Off or OPTO).
APPLICATION PROCESS

Qualified individuals may apply by sending resume with cover letter, salary requirements and three professional references to kristy.griffin@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 world 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

# # #