Manager of Development-Corporate Giving

Position Overview:
This position reports directly to the Senior Manager of Development and works closely with the Executive Director including the Board Development Committee, to develop and execute contributed support strategies for sustaining the historic Overton Park Shell. The Manager of Development-Corporate Giving will be responsible for executing the organization’s annual development plan, including securing and stewarding corporate sponsorships and relationships and management of the organization’s customer relationship management software (CRM).

Organization Overview:
The Overton Park Shell is an 87-year, historic performing arts venue located in the beautiful and expansive Overton Park in Midtown Memphis, Tennessee. The park, an oasis of green in the middle of the city where art and culture come together has united Memphians for generations. The park itself is also home to miles of trails and a golf course and is a natural setting for the creative spirit and young at heart since it is also home to the Brooks Museum of Art, incoming Ornamental Metal Museum and the Memphis Zoo. Recognized as the site of Elvis Presley's first professional rock-n-roll show, The Overton Park Shell has been an outdoor performing arts pavilion since the 1936.

The Overton Park Shell is managed by The Overton Park Shell Inc., a 501© (3) non-profit organization, in partnership with the City of Memphis and is responsible for the management, preservation and programming of the Overton Park Shell. The mission today, and for nearly a century, is building a stronger, more connected community through music and education, finding common ground in a diverse audience.

Responsibilities:
- Implement fundraising strategies targeting corporations and businesses focused on meeting the annual development plan and fiscal year income goals
- Manage direct appeal and online giving solicitations in tandem with the Senior Manager of Development
- Research, write and submit proposals to not only current corporate sponsors but continuously soliciting new corporate and business relationships, both locally and nationally.
- Recruit corporate sponsorship relationships for the Spring and Fall free concert series and the Shell Yeah! Benefit Concert Series: Additionally, recruit and sell asset naming opportunities designated at The Shell
• Coordinate with Senior Manager of Development for direct mail appeals (as budgeted) and online giving strategies.
• Serve as principal contact and manage relationships with donors including correspondence and timely acknowledgement of all gifts
• Manage fulfillment of donor benefits, including donor listings and crediting in appropriate outlets
• Manage the organization’s CRM, Kindful to maintain accurate donor records, reports and drive giving strategies through Kindful for proactive prospecting and retention activities
• Build development events as requested such as donor house parties, donor events at The Shell etc.
• Generate internal giving reports and fundraising reports to the Executive Director as requested

Qualifications:
● Ability to generate new funding opportunities while simultaneously stewarding and growing established relationships
● Superior writing skills with demonstrated success in grant and proposal writing; Additionally, graphic design for development pieces a plus.
● Experience in developing successful corporate and foundation relationships
● Successful track record in identifying, cultivating and soliciting individual donors and Major Gifts
● A professional and resourceful style with the ability to work independently and as a team player, to take initiative and simultaneously manage multiple tasks and projects
● Demonstrated ability to meet deadlines and work in a fast-paced environment
● Strong presentation, strategic thinking and management skills with exceptional attention to detail
● Effective communicator, highly skilled in speaking with the ability to communicate The Shell’s mission to varied audiences
● A passion for the mission of the Overton Park Shell and providing free public access to the performing arts
● Energetic and willing to work hands-on in developing and executing a variety of fundraising activities; must be willing to work nights and weekends during Shell programming

Salary: $41,000-$46,000 annually.
To Apply: Online application HERE, or send email to info@overtonparkshell.org

The Overton Park Shell is committed to building a culturally diverse staff and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We strongly encourage LGBTQIA+ individuals, people with disabilities, Black, Indigenous, and people of color to apply.