

Director of Corporate Giving

The Director of Corporate Giving will work closely in conjunction with the Vice President of Development to help create and execute a successful Development program, including identification, cultivation, solicitation and stewardship of gifts and grants by individuals and institutions. Their primary focus will be on securing gifts from individuals and corporations. The Director of Corporate Giving is also a spokesperson for OMSI in the community.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Performing the following will involve driving to various locations outside OMSI's corporate headquarters:

- Develop systems to optimize the donor cultivation process with maximum flexibility to customize proposals for each prospect's interest. Ability to prioritize prospects.
- Develops/coordinates written proposals for selective major prospects; develops and maintains a listing of giving opportunities; prepares reports on corporate giving; develops and oversees the preparation of solicitation and acknowledgement letters, as well as stewardship reports. This includes collaboration with OMSI's departments of exhibits, retail and marketing, and with key volunteers to identify potential sponsors and upcoming projects.
- Performs planning tasks; sets annual objectives; evaluates efforts to attain objectives; conducts appropriate approach strategies; prepares and administers a budget.
- Manage fulfillment of all corporate donor packages, including recognition, event set-up, and media.
- Design and implement collateral materials, benefits and events for OMSI's Corporate Partners and sponsors. Work closely with the marketing department to generate promotional ideas, to create added value partnerships, and to develop a successful PR plan for OMSI's sponsors.
- Oversees an advisory committee of corporate leaders to assist with the identification, cultivation, and solicitation process.
- Work with the Grants Manager to coordinate selection of projects for which to seek corporate and/or foundation support.
- Work with the Vice President of Development and other key museum staff to prepare a strategy for conducting a capital campaign
- Actively identify and cultivate new and existing donors.
- Serve as an OMSI representative and as a public speaker at events as needed.
- Collaborate with internal and external stakeholders to support and enhance OMSI's strategic initiatives and programs.
- Effectively and persuasively represent OMSI's mission, while ensuring a balance between OMSI's interests and donor's interests.
- This position is non-exempt, paid hourly **exempt, paid** **salaried** day rate
- This position is **regular full-time** regular part-time special project on-call, **scheduled for 40 hours/week.**

Working Conditions:

- Flexible work schedule, including extended work hours such as occasional weekend and evening hours
- Physical Demands: 80 % Sitting 10 % Standing 10 % Lifting/Carrying/Pushing/Pulling 10 Pounds

KNOWLEDGE/SKILLS/ABILITY:

BASIC REQUIREMENTS:

- Strong relationship building skills.
- Strong interpersonal and customer service skills: tact, self-confidence and assertiveness, diplomacy, teamwork, good judgment, confidentiality, a sense of humor, and excellent strategic planning skills.

- Strong organizational skills and demonstrated excellence in problem solving, superior attention to detail, and ability to coordinate multiple projects requiring close communication with staff to maintain high accuracy and productivity of team with minimum supervision.
- Excellent writing and public speaking skills.
- Knowledge of fundraising data base systems
- Ability to lead a development team and create innovative approaches to involve the community

EDUCATION & WORK EXPERIENCE:

BASIC REQUIREMENTS:

- Minimum 5 years development experience with a record of successful career growth leading to significant management responsibilities in a substantial non-profit organization.
- Bachelor's degree or equivalent combination of education and experience
- Excellent organizational and interpersonal skills.

ADDITIONAL REQUIREMENTS/PREFERENCES; INCLUDING LICENSES AND CERTIFICATIONS:

BASIC REQUIREMENTS:

- Pre-employment and/or pre-duty checks, such as criminal background check, reference checks, requirements in the MVR Policy including passing Motor Vehicle Record (MVR) check and Alcohol & Drug Test for non-CDL Drivers Policy, including pre-duty drug test
- Valid driver's license

PREFERENCES:

- Well-established Oregon/Washington network
- Knowledge of Raiser's Edge fundraising data base systems
- Advanced Certified Fundraising Executive or Certified Fundraising Executive a plus.
- Advanced business and fundraising training desirable.

To apply for this opening and be considered, please read all of the information below and follow the application instructions carefully.

- Please complete an OMSI employment application.
- If you are interested in more than one position, you must submit a separate application for each position. All materials submitted become the property of OMSI and will not be returned.
- If you send an application without specifying an open position, it will not be considered and we will not retain it.
- If you send a resume without completing an application for an open position, it will not be considered and we will not retain it.
- You have the option to include a resume of your work experience and a cover letter with your completed application.
- You must also meet **ALL** the basic requirements listed on our job postings.

Pay Range: \$53,625 - \$68,372 year.

Position is open until filled.