

MATTATUCK MUSEUM

JOB TITLE: Corporate & Foundation Relations Manager
REPORTS TO: Director of Development
FLSA STATUS: Exempt
SALARY RANGE: \$45,000-\$54,000/year (Commensurate with experience)

The Mattatuck Museum is known for engaging its community in an understanding of the past and providing vision and leadership for the future through its exhibitions, programs and collections of national significance. These initiatives interpret the history of the greater Waterbury region and American art from the Colonial period to the present. The Museum offers a full range of cultural programs for people of all ages including art classes, concerts, readings, lectures, bus/walking tours, workshops, special guests, community events and family activities, among others.

The ideal candidate must possess a high level of energy with a willingness to assist in the development and execution of a wide range of activities, from day-to-day tasks to highly creative projects. This position requires a great deal of organization and attention to detail.

Summary: The Corporate & Foundation Relations Manager is responsible for several aspects of key development activities. As a member of the Museum's three-person fundraising team, they also provide direct support to the Director of Development in the implementation of the Museum's comprehensive fundraising program that is focused on institutional support, individual donors, membership, and special events.

Key Duties and Responsibilities:

1. The Corporate & Foundation Relations Manager serves as the Museum's primary grant manager. In this capacity, the Corporate & Foundation Relations Manager will:
 - a. Conduct preliminary research on prospective corporate, foundation, and individual donors.
 - b. Track all submission deadlines, report dates, and meetings using the grant calendar.
 - c. Draft and submit grants and grant reports to foundations.
 - d. Oversee the tracking of attendance data for use on grant reports.
2. They will manage the annual corporate partnership program by leading committee meetings, coordinating and mailing solicitation letters, identifying new prospects, and following up with the committee to ensure fundraising goals are met.
3. The Corporate & Foundation Relations Manager serves as the Museum's primary database manager. In this capacity, the Corporate & Foundation Relations Manager will:
 - a. Oversee the Development Associate in their processing of donations, acknowledgement letters, and other correspondence.
 - b. Create monthly fundraising reports and other database reports as needed.
 - c. Continually update and correct database records.
 - d. Maintain foundation, corporate, and individual donor files.
 - e. Coordinate with Finance Manager to reconcile month-end and annual reporting.

- f. Work with Visitor Services and Education to ensure that attendance figures are accurately recorded in the Altru system and provide monthly attendance figures to the New England Museum Association office.
- 4. The positions also supports all aspects of fundraising events coordination by:
 - a. Maintaining guest lists, gathering and preparing registration materials, and disseminating information and invitations.
 - b. Working with the committee to organize the solicitation of auction and raffle donations.
 - c. Tracking income, ensuring gifts are acknowledged, and other duties as assigned for fundraising events.
- 5. As directed, the Corporate & Foundation Relations Manager will provide information and administrative support for the efforts of the Director of Development, Executive Director, board members, and committees pertaining to development activities.
- 6. Perform other related duties as assigned.

Qualifications and Skills Preferred:

- Excellent verbal and written communication skills with strong interpersonal abilities, including tact and diplomacy, are required for interfacing with diverse constituents, including funders, board members, volunteers, staff, and community members
- Prior experience with database management (Blackbaud Altru preferred)
- Self-motivated individual with creative problem-solving skills, and ability to organize and prioritize work and meet deadlines, as well as work collaboratively to meet organizational goals
- Capability to handle confidential donor/constituency information with sensitivity and integrity
- Proficiency in Microsoft Word, Excel, and Outlook
- Prior nonprofit and/or museum development experience preferred
- Flexibility to work evenings and weekends as needed

The Museum offers a full benefits package including vacation, holidays, health/dental insurance, and 403(b) plan, as well as support for professional development to qualified employees.

To apply, please send cover letter that addresses qualifications and interest, current resume, 3 professional references, and 2 writing samples to: Corporate & Foundation Relations Manager Search, Attn: Janice Shambor, Finance Manager, Mattatuck Museum, 144 West Main Street, Waterbury, CT 06702 or via email to janice@mattmuseum.org. **Applications will be accepted until position is filled.**

Documents should be sent as attachments using Microsoft Word or PDF format, and should not exceed five (5) megabytes. **No phone calls please.** The Mattatuck Museum is an Equal Opportunity Employer. As such, we are interested in candidates who are committed to high standards of scholarship, performance and professionalism, as well as to the development of a climate that supports equity and diversity.