



Position Title: Philanthropy Officer

MIM’s Mission:

The Musical Instrument Museum (MIM) enriches our world by collecting, preserving, and making accessible an astonishing variety of musical instruments and performance videos from every country in the world. MIM offers guests a welcoming and fun experience, incomparable interactive technology, dynamic programming, and exceptional musical performances. MIM fosters appreciation of the world’s diverse cultures by showing how we innovate, adapt, and learn from each other to create music—the language of the soul.

Summary:

An integral part of the Philanthropy team, the Philanthropy Officer works with individuals, foundations, corporations, and various grant makers to raise funds to support MIM’s work. The successful Philanthropy Officer candidate will enjoy and excel in all areas of fundraising (individual, major, and planned giving, etc.), with one focus on corporate sponsorships and grant writing. The position is responsible for developing and executing cultivation, solicitation, and stewardship strategies in partnership with the core fundraising team, which also includes the Chief Engagement Officer, Director of Philanthropy, and Senior Philanthropy Specialist. The Philanthropy Officer makes the case for support through persuasive communication about MIM to a variety of audiences. The ideal candidate is a proven fundraiser, strategic thinker, highly effective communicator (written and oral), and skilled relationship-builder. They must be able to convey MIM’s mission in compelling ways to prospects and key stakeholders. The Philanthropy Officer is results-driven, adaptable, and unafraid to think outside the box. They have a history of success and are equipped to build and implement effective strategies consistent with the MIM brand and an exceptional donor experience.

Key Accountabilities

- Identify, cultivate, solicit, and steward corporate, foundation, and grant-making donors who align with MIM’s mission and brand through: data mining and research in partnership with the Senior Philanthropy Specialist; networking; and work with MIM’s Board and Advisory Board
- Develop and deliver corporate sponsorship proposals, including pitch decks and presentations, consistent with MIM’s benefits framework and philanthropic goals
- Oversee all aspects of sponsor activation, fulfillment, and recognition, with a strategic goal of long-term relationship development

- Maintain up-to-date corporate and foundation portfolios, tracking all correspondence, proposals, and results in Salesforce/Patron Manager
- Partner with the broader Philanthropy team when opportunities for philanthropic support are identified among corporate partners and individuals.
- Partner with other key departments and stakeholders to manage corporate stewardship and networking events for the Philanthropy Department, from planning to execution to analysis, consistent with MIM's overall donor relation strategies
- Write effective and compelling grant proposals and impact reports
- Work collaboratively with MIM leadership, Philanthropy team members, and other key team members and partners to ensure the maximization of all donor opportunities
- Coordinate with other MIM departments to ensure an exceptional donor experience

The Ideal Candidate

- Undergraduate required; master's degree desirable; additional certifications or professional development a plus
- 3+ years in nonprofit fundraising
- A demonstrated joy for fundraising, including enthusiasm to make asks and manage donor relationships
- Sense of humor, creativity, and an appreciation of the role of philanthropy in building community
- Proven record of closing major gifts and/or sales
- Proven ability to work as a team player with diverse groups
- Highly motivated, self-starter with strong organizational skills and ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Strong interpersonal skills both internal and external
- Expert level written and verbal communication skills
- Ability to handle confidential information with discretion
- Highly resourceful team-player, with the ability to also be extremely effective independently and be proactive with approaches to problem-solving with strong decision-making capability
- Excellent time and task management skills as evidenced by a proven ability to handle multiple tasks efficiently and effectively at the same time
- High level of integrity, professional maturity, and sound judgment
- Knowledge of individual, planned giving, and philanthropy, and willingness to apply core knowledge in new and innovative ways
- Organized and detail-oriented, with the ability to excel in a fast-paced environment
- Ability to work independently and collaborate and coordinate with others
- Experience working with an active team of volunteers
- Prior experience with Salesforce/PatronManager CRM and DonorSearch software is a plus
- Proficient in Microsoft Office Suite and Google Drive

Other

- This is a full-time position working on-site at MIM; required participation in evening and weekend donor events and activities, as necessary
- Anticipated starting salary \$70,000–\$75,000 annually, commensurate with requisite skills & qualifications
- Benefits package includes medical, dental and vision insurance, short-term and long-term disability insurance, life insurance, generous matching 401(k) plan, time off accruals, and other perks to enjoy

Apply Here:

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