



## POSITION DATA

**JOB TITLE:** Manager of Corporate Giving  
**DEPARTMENT:** Institutional Advancement  
**REPORTS TO:** Vice President of Corporate Giving  
**CLASSIFICATION:** Exempt  
**DATE:** August 2022

## POSITION OVERVIEW

The Manager of Corporate Giving will manage efforts to maintain current donors and identify new prospects for solicitation as it relates to Corporate Membership, fundraising events, key Museum initiatives, and general donations. This individual will focus on servicing, prospecting, researching and successfully selling new memberships and renewals, supporting department efforts towards an overall revenue goal. Additionally, the individual will be responsible for the maintenance of commitment sheets, agreements, Museum ticket reservations, and Corporate Member tours, visits, and event logistics. As a member of the Institutional Advancement department, the Manager of Corporate Membership will also play a key role on general donor relations, and maintenance, supporting organizational fundraising and special events. This position will report to the Vice President of Corporate Giving and will manage the Coordinator, Corporate Giving.

## ESSENTIAL FUNCTIONS

- Assists with the research, cultivation, and prospecting of potential new Corporate Members, fundraising event sponsors, and general donors.
- Services and maintains current Corporate Members and donors.
- Manages Corporate Membership commitment sheets and online ticket reservation portal.
- Executes agreements and invoices for Corporate Member and event sponsor annual dues and costs.
- Manages corporate prospecting events, and Premium Tour logistics.
- Conducts Premium Tours in the Museum and on the Memorial.
- Solicits donations and sponsorship of organizational fundraising events including, annual Benefit Dinner, 5K Run/Walk, and annual Summit on Security events.
- Manage event program participants and assist with event logistics as needed.
- Management of fundraising event commitment sheets and contributes to a collaborative effort with the input and maintenance of donor information through Raiser's Edge.
- Assist with The Never Forget Fund campaign management.
- Management of event and organization in-kind donations.
- Assists with drafting of letters, briefings, general information, grant proposals and reports as directed. Performs other duties, as assigned.

## **MISSION EXPECTATIONS**

- Participates in the Annual 5K Run/Walk and September 11<sup>th</sup> Commemoration, as assigned.
- Assists with and support all 9/11 Memorial and Museum special projects and events, as assigned.

## **QUALIFICATIONS/SKILLS REQUIREMENT**

- Bachelor's Degree required.
- 3-5 years' professional experience in an office environment, preferably a non-profit.
- Fundraising and event experience.
- Strong computer skills - proficiency in full suite of Microsoft Office applications required and experience with Raiser's Edge preferred.
- Must be able to work closely with other members of Institutional Advancement and other departments across the organization
- Excellent communication skills necessary, including the ability to write and speak clearly and effectively with all stakeholders (C-Suite, Board of Trustees, 9/11 Family Members, staff, donors, etc.).
- Ability to collaborate effectively with all departments on a variety of initiatives.
- Professional, friendly, and enthusiastic personality.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, be mobile, and have the ability for 2-way communication with the public and staff.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices and group conference rooms. The noise level in the office environment is usually low. There are no protective devices necessary to be worn or utilized in the office work environment. Minimal travel is required.

## **HOW TO APPLY:**

- Include job title in the email subject field.
- Please indicate the location where job posting was seen.
- Please submit a resume and cover letter to [911mmiajobs@911memorial.org](mailto:911mmiajobs@911memorial.org)
- Please visit our website at [www.911memorial.org](http://www.911memorial.org).

- 
- This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business- related duties as assigned by the supervisor or other management.

- The organization reserves the right to change, modify, or reassign job responsibilities, duties and scheduled work hours as per business needs.