

Associate Manager of Corporate Development FOR WORLD-RENOWNED MUSEUM

The Solomon R. Guggenheim Foundation is seeking an Associate Manager of Corporate Development. As a member of the Corporate Development Department, the Associate Manager of Corporate Development is responsible for developing and administering aspects of the Guggenheim Museum's Corporate Sponsorship Program.

Founded in 1937, the Solomon R. Guggenheim Foundation is dedicated to promoting the understanding and appreciation of art, architecture, and other manifestations of visual culture, primarily of the modern and contemporary periods. The Guggenheim realizes this mission through exceptional exhibitions, education programs, research initiatives, and publications. The Guggenheim strives to engage and educate an increasingly diverse international audience through its unique network of museums and partnerships. With nearly three million annual visitors worldwide, the Guggenheim and its network is one of the most visited cultural institutions in the world.

Supervisory Responsibilities:

Assists with the supervision of Corporate Development Interns

Key Responsibilities:

- Manage aspects of the museum's corporate sponsorship program based in New York City with a dedicated portfolio of prospects and donors.
- Prepare presentation materials, written proposals and budgets for corporate funding prospects in conjunction with Director of Corporate Development, and Curatorial, Education, External Affairs and Finance staff.
- Work creatively and responsively to increase the number of corporate sponsors and total dollars raised through prospecting initiatives, researching, and collaborating with other departments within the museum.
- Identify and solicit selected corporate sponsorship prospects.
- Draft sponsorship benefits and coordinate preparation of sponsorship agreements with museum Legal staff.
- Manage sponsorship relationships by fulfilling contract obligations for corporate sponsors and ensuring appropriate acknowledgment and crediting of corporate gifts.
- Ensure thorough follow-up reporting and stewardship of corporate sponsors.

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- Serve as liaison between Legal, Public Relations, Marketing, Special Events, Publications and Curatorial departments during the sponsorship fulfillment process.
- Coordinate corporate sponsor entertaining with department of Special Events.
- Coordinate corporate research with Development Operations and interns.
- Coordinate with Development Operations on updating and maintaining all Corporate Development information in Raiser's Edge.
- Work closely with Manager of Corporate Membership and Manager of Development on joint sponsorship/membership projects.
- Meet measurable goals and objectives for this area within established timeframes.

Qualifications and Requirements:

- B.A. Degree; M.A. or M.B.A desirable.
- Minimum of 4 years fundraising experience, with a focus on corporate and/or arts support.
- Proven project management skills.
- Exceptional written, verbal and interpersonal communication skills.
- Ability to work collaboratively and form solid relationships internally and externally.
- Ideal candidate is personable, highly organized, detail-oriented, and works collaboratively.
- Event experience desirable.

The Guggenheim offers a competitive salary and excellent medical, life, disability and pension plan coverage. Our staff also enjoys generous vacation, sick leave and personal days, access to a variety of cultural institutions, discounts to museum stores and an interesting work environment.

Qualified applicants please send your resume and cover letter, including salary expectations, to employment@guggenheim.org. Indicate the job title "Associate Manager of Corporate Development" in the subject line.

The Solomon R. Guggenheim Foundation is an equal opportunity employer.