



CHICAGO CHILDREN'S MUSEUM

Position: Corporate Relations Manager

Department: Development

Reports to: VP of Corporate Relations

Position Description:

The Corporate Relations Manager is responsible for managing, implementing, and growing the corporate donor base and assisting the VP, Corporate Relations in the attainment of all corporate philanthropic and sponsorship revenue goals.

Principal Job Duties and Responsibilities:

Manage and grow portfolio of corporations for program, general operating and exhibit needs

- Work with VP, Corporate Relations, Development Management Team, and Museum board to identify, cultivate, solicit, steward, and grow corporate revenue
- Oversee research, identification and cultivation of prospective corporate members
- Write proposals and develop supporting materials for corporate sponsorship and contributed opportunities
- Manage relationships with corporate sponsors, including benefits fulfillment and stewardship
- Generate donor reports, profiles, and meeting briefs to support the fund raising process
- Oversee acknowledgment letters and manage related data and reports on Raiser's Edge
- Oversee, track and coordinate benefit fulfillment

Grow and manage the Corporate Connections membership program, including

- Manage renewals and solicitations, including board referrals.
- Manage stewardship and communications with Corporate Connections members.

Assist VP, Foundation and Government Relations, with select foundation and government projects, including research, proposals, and reports.

Management/Administrative

- Assist VP, Corporate Relations in overall development and management of Corporate Revenue and Expense Projections
- With development department staff, coordinate with other museum departments to fund program/exhibit priorities
- Contribute to annual planning and goal-setting
- As appropriate, participate in institution-wide discussions and assist in implementing CCM's position papers
- Demonstrate the museum's mission and vision as outlined in our foundational documents and performs other duties as assigned

Requirements:

- Bachelor's degree
- 2 - 3 years fundraising or other relevant work experience
- Self-starter who is detail oriented
- Strong work ethic and the desire to thrive in a demanding environment

- Ability to handle changing situations and meet deadlines a must
- Ability to work effectively in a multifaceted, team environment
- Proficiency in Microsoft Excel, Word and PowerPoint and donor software, Raiser's Edge
- Knowledge of Chicago corporate community helpful
- Strong organizational, planning, and administrative skills as well as demonstrated creativity, resourcefulness, and effectiveness
- Strong communication skills, with excellent written and verbal presentation skills

Hours: Full-time including some weekday evenings and weekend days

Interested applicants please submit resume and cover letter to: Nikki Scott, Human Resources Manager, Chicago Children's Museum, 700 E. Grand Ave., Ste. 127, Chicago, IL 60611

Chicago Children's Museum is an equal opportunity employer.



CHICAGO CHILDREN'S MUSEUM

Position: Manager of Development Systems

Department: Development

Reports to: VP of Foundation & Government

Position Description:

The Manager of Development Systems is the project manager and lead strategist for Raiser's Edge software. This person will analyze, build, and manage all of the department's donor information systems to ensure the effectiveness and growth of the museum's fundraising efforts.

Principal Job Duties and Responsibilities:

Management of Development Information

- Lead assessment, improvement and maintenance of donor database system to support fundraising activities, including board solicitations and annual fund
- Develop, generate and analyze donor and financial reports for department leadership, management committee, and board committees to highlight trends, review progress toward goals and contribute to strategic planning.
- Create and monitor tracking and data entry processes for prospect and donor management
- Update and maintain accurate coding of prospects and donors
- Coordinate mailing lists, donor lists and other necessary information for all mailings and recognition
- Oversee the processing of all development donations, gift agreements, and acknowledgement processes
- Initiate and conduct donor and prospect research; create system for reviewing and managing prospects
- Develop and monitor policies for electronic and paper records; train personnel in consistent use

Management/Administrative

- Manage development operations coordinator
- Serve as liaison with the finance department regarding donations
- Serve as liaison with the marketing department on web content, e-solicitations and membership data
- Contribute to annual planning and goal-setting
- As appropriate, participate in institution-wide discussions and assist in implementing CCM's position papers
- Demonstrate the museum's mission and vision as outlined in our foundational documents and perform other duties as assigned

Requirements:

- Bachelor's degree and 2 -3 years fundraising, marketing, or other relevant work experience
- Proven experience in and knowledge of the fundraising process
- Significant experience in and knowledge of Blackbaud's Raiser's Edge program
- Strong analytical and organizational skills
- Strong writing and communication skills
- Ability to work extremely well in a team environment
- Flexibility and ability to handle multiple projects and deadlines at once

- Respectful of confidential information

Hours: Full-time including some weekday evenings and weekend days

Interested applicants please submit resume and cover letter to: Nikki Scott, Human Resources Manager, Chicago Children's Museum, 700 E. Grand Ave., Ste. 127, Chicago, IL 60611

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