

Reports to: Director of Development & Communications

Status: Full time, Exempt

Mission and Description of the Metal Museum

The Metal Museum is the only museum of its kind dedicated to preserving, promoting, and advancing the art and craft of fine metalwork. The Museum engages the metals community and the public through exhibitions, collections, studio practice, and community education and engagement. With its unique focus on artwork and fine craft made in metal, the Metal Museum helps initiate and promote dialogue and understanding of the field and its relevance in our modern culture.

Purpose

The Corporate Partnerships & Fundraising Events Manager is a key member of the Development & Communications Department, responsible for building and managing a corporate sponsorship portfolio that generates approximately \$200,000–\$250,000 in annual revenue, supporting Museum programs and special events.

In addition, this position contributes to a shared institutional goal of approximately \$300,000–\$400,000 in annual fundraising events revenue. This role supports the development and execution of event-based fundraising strategies that strengthen revenue, deepen engagement, and advance the Museum’s mission.

Essential Functions and Responsibilities

Corporate Sponsorship & Partnership Development

- Develop and lead a comprehensive corporate sponsorship program designed to generate \$200,000–\$250,000 in year one, with long-term portfolio growth potential of \$400,000–\$500,000+ as partnerships expand and mature.
- Manage the full lifecycle of corporate partnerships, including identification, cultivation, solicitation, stewardship, and renewal, while tracking pipeline activity, revenue goals, and engagement in the donor database.
- Develop tailored sponsorship proposals and materials that translate programmatic needs into clear, compelling partnership opportunities.
- Create and manage sponsorship packages, pricing structures, and revenue projections.
- Lead renewal strategy for existing corporate sponsors to ensure retention, growth, and long-term partnership continuity.

Event Fundraising Strategy

- Support the Director of Development & Communications in the planning and execution of all fundraising events.
- Contribute to a shared institutional goal of approximately \$300,000–\$400,000 in annual fundraising event revenue.
- Develop fundraising strategies for Museum events, including identifying sponsorship and donor opportunities, setting revenue goals, and aligning event concepts with fundraising outcomes.
- Partner with the Events & Venue Manager to integrate sponsorships into event planning and ensure meaningful sponsor activation and fulfillment.
- Support the development of event budgets specifically related to revenue, sponsorship, and fundraising performance.
- Evaluate fundraising outcomes and provide strategic recommendations to strengthen future event revenue.

Donor & Board Engagement

- Support the Director of Development & Communications in planning and executing donor cultivation strategies and donor or board hosted gatherings and in home events.
- Identify opportunities to engage corporate partners and donors through curated experiences tied to programmatic work.

Collaboration

- Collaborate across departments to align program priorities with sponsorship opportunities.
- Partner with Communications staff to ensure consistent sponsor visibility, recognition, and messaging across print, digital, and in-person platforms.
- Represent the Museum in meetings with corporate partners and external stakeholders as needed.

Institutional Responsibilities

- Support and reflect the Museum's mission, values, and strategic goals through all corporate sponsorship and fundraising activities.
- Foster a positive, respectful, and inclusive workplace culture consistent with Museum values.
- Participate in staff meetings, events, and cross-departmental initiatives to support Museum operations and organizational cohesion.
- Maintain knowledge of fundraising best practices and uphold all legal, ethical, and professional standards.

Qualifications & Qualities of the Ideal Candidate

- Associate degree or Bachelor's degree preferred in nonprofit management, arts administration, marketing, communications, business, or a related field.
- 3+ years of experience in corporate sponsorship, fundraising, partnership development, or event-based revenue generation, with demonstrated ability to secure and grow contributed revenue in a nonprofit, cultural, or relationship-driven environment.
- Demonstrated success in building and sustaining corporate relationships.
- Experience developing sponsorship proposals, presentations, budgets, and related fundraising materials tied to revenue goals and institutional priorities.
- Strong written and verbal communication skills, including the ability to present effectively to corporate partners and external stakeholders.
- Experience with CRM or donor databases, preferably Blackbaud Altru or similar, including accurate tracking of relationships, activity, and revenue.
- Organizational, project management, and multitasking skills with strong attention to detail.
- Experience managing budgets or revenue tracking related to fundraising or sponsorships strongly preferred.
- Culturally competent and able to work effectively with individuals and groups from diverse backgrounds, including LGBTQ+ and gender non-conforming communities.
- Professional, relationship-oriented, and able to work independently and collaboratively in a cross-departmental environment.

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is occasionally required to stand, walk and/or sit for long periods of time. They must have physical dexterity and the ability to carefully handle objects, as well as the ability to lift and move items of various weights and sizes. Positions have occasions to lift and/or move objects of 15-20 lbs.

Hours, Compensation, and Benefits

The work week for this position is Monday through Friday, 9:00AM – 5:00PM. Additional hours (nights and weekends) may be required. All full-time staff are expected to be available to assist with Museum events. All Museum staff must be available the week of Repair Days, which is held annually in the fall.

The salary starts at \$50,000. Salary is contingent on experience and ability. Benefits include health insurance and a 3% Simple IRA employer match after 2 years of employment.

To Apply

Please submit the following materials in **one PDF document**:

- Cover letter
- Resume
- Three references
- Examples of writing

Email your application to careers@metalmuseum.org with “Corporate Partnerships & Fundraising Event Manager” in the subject line. A writing sample may be requested as part of the interview process. **No phone calls, please.**

The Metal Museum is committed to building a culturally diverse staff and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Studies have shown that women and people of color are less likely to apply to positions if they do not meet all qualifications. We strongly encourage any individual interested in the position to apply if they have most of the qualifications.