



**Holocaust Museum Houston
Corporate Relations Officer
Job Description**

Position Summary:

This position is the primary relationship manager for the Museum's corporate partners and is responsible for the planning, implementation, and oversight of the Museum's annual corporate fundraising plan. This role will manage a portfolio of established corporate donors and actively identify new prospects to achieve contributed revenue goals working in close coordination with members of the Development team, Museum staff, the Board of Trustees, and volunteers.

Principal Duties and Responsibilities:

- Manage a portfolio of corporate donors to secure and track corporate gifts, sponsorships, grants, in-kind gifts, and special event contributions annually.
- Collaborate with the Assistant Director, Prospect Research to identify and cultivate new corporate donors by matching the Museum's initiatives to the philanthropic goals of prospective partners.
- Schedule regular face-to-face meetings and facilitate Museum tours for current and new corporate partners.
- Work closely with HMM staff members across departments to identify funding needs and craft compelling requests.
- Draft funding proposals, project budgets, and reports for corporate contributions.
- Work closely with HMM Board members and volunteers to cultivate new corporate relationships and strengthen current corporate partnerships.
- Collaborate with the Senior Director of Development, Major Gifts to develop corporate giving strategies to reach aggressive contributed revenue goals.
- Steward corporate partners by managing benefit delivery and ensuring proper recognition for support.
- Provide regular reports on fundraising progress for Development staff, senior leadership, and Board members.
- Develop and maintain a corporate relations budget.
- Represent the Museum at Opening Night receptions, the two fundraising events, and other HMM activities throughout the year.
- Other administrative duties as assigned.

Education and Experience Requirements

- Bachelor's degree minimum.
- Three to five years of front-line fundraising experience.
- Experience in a nonprofit and/or museum setting preferred.

**Work Schedule**

- Monday to Friday; some evenings and weekends required.

Skills and Knowledge Requirements:

- Excellent donor relations skills.
- Experience working with a fundraising database such as Blackbaud Altru, Raiser's Edge, Tessitura, or similar software.
- Ability to function in a collaborative team-oriented environment.
- Strong written and verbal communication skills.

Reports to: Senior Director of Development, Major Gifts

Directs: Volunteers

Compensation and Benefits: This is a salaried, exempt position with an anticipated hiring range of \$55,000-\$65,000 commensurate with skills and experience. Benefits include medical, dental and vision benefits options, paid time off, and a 401(k) retirement plan with employer matching contributions.

Interested candidates should send resume and cover letter to jobs@hmh.org.