



Sponsorship and Special Events Manager

Job Posting

Dayton, Ohio

Submission Deadline: Initial submission review will begin December 3, 2021. This job listing will remain open until the first interview phase is complete or until a sufficient number of qualified candidates have been identified.



Position Title:	Sponsorship and Special Events Manager
Division:	External Affairs
Department:	Marketing & Development (Hybrid)
Opening Date:	November 18, 2021
Closing Date:	Initial Review Begins December 3, 2021
FLSA/Classification:	Exempt/Full-Time

Mission

The Dayton Art Institute is committed to enriching the community by creating meaningful experiences with art that are available to all.

Our Commitment to Inclusion, Diversity, Equity and Accessibility

Dayton Art Institute aspires to develop, promote, and sustain an organizational culture and reputation in the communities that we serve as an organization that values, nurtures and leverages inclusion, diversity, equity, and accessibility in all that we do.

The Dayton Art Institute seeks a highly experienced, dynamic, and motivated Sponsorship and Special Events Manager, specializing in corporate and individual giving and fundraising, to achieve full sponsorship opportunities and in-kind donations in support of the museum's three Signature Events: Bourbon & Bubbles, Art Ball, and Oktoberfest.

In addition, and in coordination with External Affairs Director, manager provides oversight of the 64-member Associate Board volunteer group and the Former Associate Board alumni group, which are responsible for helping plan and execute the museum's three Signature Events. In coordination with External Affairs Director, assists in the selection, orientation, training, mentoring, planning, assigning of tasks, and monitoring performance of the Associate Board, as well as all internal and external communications, fundraising and execution of all aspects of Signature Events. Accountable for budget development, maintenance, and reporting, and in close collaboration with the Director and CEO, External Affairs Director, and Development Director, develops goals and strategies for Associate Board and Former Associate Board volunteer groups.

Manager will work closely with museum team to assure seamless sponsorship and benefits fulfillment for assigned donors. Works closely with members of the Development team to meet or exceed the fundraising goals that support the achievement of the museum's mission and strategic initiatives.

This is a full-time mid-management level position with starting salary commensurate with industry, labor market and experience. Position requires the ability to work non-traditional hours.

Reporting Relationship

This position reports to the External Affairs Director with dotted line reporting to the Development Director.

Desired Qualifications, Experiences, Skills, and Abilities

- Minimum five years relevant experience working directly with corporate donors, marketing and/or non-profit fund raising
- Demonstrated experience in fiscal management, budget oversight and financial analysis
- Demonstrated experience in vendor communication and contractual compliance with companies and businesses
- Knowledge of and ability to identify, interpret and apply appropriate fund development laws, ethics, practices, and regulations with special focus on corporate donors
- Proven and highly successful track record of identifying corporate prospects and providing strategies to secure funding
- Experience in planning, managing, and executing both large- and small-scale special events and stewardship programs
- Demonstrated ability to communicate and work effectively with wide range of diverse target audiences, including museum employees, board members, donors, current and prospective members, and volunteers to strategize for the future, tap into new opportunities and employ new approaches
- Strong organizational skills, a high level of initiative, creativity, diplomacy, and discretion in working with boards, committees, and the public and private sectors
- Experience writing, vetting, and proofing a wide range of reports, correspondence and other documents for senior management, and internal and external customers
- Strong commitment and ability to maintain confidentiality
- Well-organized; high attention to detail, with an ability to manage several projects simultaneously, under strict deadlines; able to maintain a sense of perspective and humor while working under pressure
- Ability to communicate in writing and produce documents and high-level, error-free, confidential reports
- Excellent knowledge of Microsoft Office Suite programs, prospect research tools, fundraising databases (Altru a plus)
- Knowledge of American Sign Language; multilingual a plus.

To be considered for this opportunity, submit a resume and cover letter stating salary expectations. Relocation assistance available. Click this link to apply <https://jobapply.page.link/t4Nz>

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GENERAL INFORMATION:

Dayton Art Institute is a smoke, nicotine, and tobacco free workplace. To improve the overall health of the workforce and while reducing health care benefit costs, the Dayton Art Institute has enhanced its Nicotine/Tobacco Free Workplace Policy to no longer hire nicotine/tobacco users. The use of any nicotine products including cigarettes, cigars, chewing tobacco, e-cigarettes and any other products containing nicotine and/or other nicotine products that are not approved by the Federal Drug Administration for tobacco cessation are prohibited. The use of electronic smoking devices (also known as electronic cigarettes or "e-cigarettes") is prohibited in any place where smoking of tobacco products is prohibited.

Calls and emails regarding the status of your application materials will not be accepted. Due to the high volume of submissions generally received, DAI contacts only a small percentage of applicants. Therefore, if there is interest in discussing this position with you, someone on staff will contact you via email.