

MFA *The Museum of Fine Arts, Houston*

Position Available

Title:	Development Officer, Corporate Relations
Reports To:	Managing Development Officer, Development
Pay Type:	Full-Time, Regular, Exempt, 35 hrs/week
Salary:	Commensurate with Experience and Education
Benefits:	Group Medical and Dental Insurance, Life and Long Term Disability Insurance, Retirement Plan, Flexible Spending Plans, Paid Time Off, Reserve Time Off, Holiday Pay, Museum Membership and Discounts
Work Schedule:	Monday – Friday, 9am – 5pm
Work Location:	Montrose Building, a non-smoking facility

Responsibilities:

- Work with Managing Development Officer to run day-to-day operations of Corporate Partners Program and related benefits
- Work with Managing Development Officer to plan and manage Corporate Partner Program related events
- Work with various Museum departments to implement all benefits associated with Corporate Partner membership
- Manage mass mailings for Corporate Partners solicitations/renewals
- Manage monthly lapsed and renewal mailings for Corporate Partners
- Work with Managing Development Officer to achieve corporate fundraising goals
- Maintain a portfolio of Corporate Partner prospects
- Act as the main point-of-contact for a portfolio of existing Corporate Partners
- Attend networking events as needed
- Work closely with Managing Development Officer and Development Research to identify, cultivate, solicit and steward new Corporate Partner prospects
- Steward relationships with existing Corporate Partner members
- Set up calls and visits with new and prospective Corporate Partner members
- Present fundraising opportunities to prospective Corporate Partners
- Work with Managing Development Officer to establish and implement procedures to ensure the overall efficiency, accuracy and organization of Corporate Partners Program benefits and acknowledgements

Skills, Knowledge and Abilities:

- Strong interpersonal and presentation skills
- Strong organizational skills
- Excellent writing and proofreading skills
- Excellent attention to detail and ability to follow through
- Highly motivated self-starter able to work well with corporate community and museum staff
- Must be able to work independently
- Ability to plan and implement successful programs and activities, meet deadlines and successfully handle multiple projects
- Good computer skills
- Must be willing and able to work evenings and weekends, as necessary

The Museum is an equal opportunity employer dedicated to a policy of nondiscrimination in employment without regard to race, creed, color, age, gender, gender identity, sexual orientation, religion, national origin, genetic information, disability, or protected veteran status. For more information, visit our website at <http://mfah.org/about/careers/>.

*MFA **H** The Museum of Fine Arts, Houston*

Education and Experience:

- Bachelor's Degree (Liberal Arts, Art History, Business or other relevant subject) required
- Knowledge of non-profit or museum experience preferred
- 2 years fundraising experience preferred

How to Apply:

Send resume to Human Resources, Job-18-005DEV, P.O. Box 6826, Houston TX 77265-6826;
Fax 713-639-7508 or email: jobs@mfah.org.

The Museum is an equal opportunity employer dedicated to a policy of nondiscrimination in employment without regard to race, creed, color, age, gender, gender identity, sexual orientation, religion, national origin, genetic information, disability, or protected veteran status. For more information, visit our website at <http://mfah.org/about/careers/>.