

Major Gift Officer, Institutional Giving

Status: M&P, Full-Time
Department: Advancement
Reports to: Chief Advancement Officer
Supervises: n/a

Summary:

Leads the development and execution of The Corning Museum of Glass (Museum) institutional giving program that increases, diversifies, and sustains philanthropic support for the Museum's strategic and programmatic priorities from foundations, corporations, and government entities. In partnership with the Chief Advancement Officer (CAO), develops and drives the institutional giving strategy and operations to identify and pursue a range of funding from small to large-scale grants. Leads two cross-functional teams that support the Institutional Giving Program: Grant Planning Team (GPT) and Institutional Giving Strategy Team (IGST). Works with various departments to ensure grant compliance and timely preparation of invoices and reports to funders.

Responsibilities:

Institutional Funder Portfolio Management

- Identifies, cultivates, solicits, and stewards institutional prospects for philanthropic investment in the Museum.
- Develops cultivation and solicitation strategies – from initial inquiries to written proposals - for newly identified and existing institutional funders.
- Works with IGST and GPT to assess and pursue best funding opportunities in relationship to Museum strategic and programmatic priorities.
- Builds partnerships with relevant programmatic staff and Leadership Team to develop relationships with foundations, corporate and governmental funders that best align to Museum's strategic and programmatic objectives.

Funding Request Development, Fulfillment Oversight and Reporting

- Lead the creation and execution of a comprehensive strategy and implementation plan for current, lapsed, and new institutional donors to meet fundraising goals.
- Maintain relationships with institutional funders including producing grant proposals, reports, presentations, invitations, and other correspondence associated with cultivating and soliciting funders; lead the planning and execution of site visits, meetings, and events.
- Manage the institutional pipeline and monitor the progress of the proposal process supervising proposal and report preparation in compliance with all grant requirements coordinating interactions between representatives of the Museum and corporation, foundation and governmental representatives.
- Works closely with the President and Executive Director, CAO, GPT and IGST, Leadership Team, curators, and other key staff to coordinate these efforts and effectively steward gifts.
- Collaborates with the Finance department to prepare budgets, work plans, proposals and stewardship reports.

- Travels to meet with corporate, foundation and governmental liaisons as part of an effective relationship management plan; as necessary, coordinates travel with the President and Executive Director, members of the Leadership Team, curators and other programmatic staff.
- Monitors the progress of the proposal process once initiated and ensures compliance with grantor's application and funding requirements.
- Develops and maintains detailed institutional activity tracking reports and a grants calendar for the Museum, and prioritizes proposals and submissions according to resource capacity, ability, readiness and inclination.
- Prepares acknowledgments and reports to properly steward all foundation, corporation and governmental grants received.
- Collaborates with the Museum's Finance department to ensure proper recording and budgeting of grant agreements; ensure timely and accurate preparation of all monthly, quarterly and annual invoices to government funding sources, and reconciliations with general ledger.
- Builds enduring relationships with these institutional partners through recognition events and other activities and communications.

General

- Supports and amplifies the Museum's commitment to diversity, equity, inclusion and access.
- Supports and activates ways to build a culture of philanthropy across the Museum and with external constituents.
- Collaborates with Advancement Team CRM specialists to develop Institutional Giving reports for the Advancement Dashboard presented to the Advancement Committee and Board of Trustees on a regular schedule.

Qualifications:

- Respect and exemplify the values of The Corning Museum of Glass in all interactions with colleagues, staff, volunteers and the public.
- Ability to represent the Museum in a professional manner to prospective and current funders.
- Adhere to all prescribed organizational and departmental policies and procedures.
- Ability to professionally handle confidential material and associated issues; maintain confidentiality.
- Ability to work independently, as well as develop and sustain strong interdepartmental relationships and build consensus working effectively within a cross-departmental team.
- Ability to ensure DEI are front-and-center in decision-making.
- Corning NY campus location preferred; will consider a remote work arrangement with frequent travel to Corning NY.
- Bachelor's degree required.
- Minimum seven (7) to ten (10) years of experience in developing relationships and securing grants from foundations, corporate, and government sources.
- Demonstrated success in leading cross-functional teams to develop and secure large-scale and multi-year grants including a record of closing six-and seven-figure gift commitments.
- Deep knowledge of institutional fundraising landscape and trends and legal requirements.
- Demonstrated critical thinking, planning, and goal-setting skills.
- An ability to thrive in a rapidly changing like environment.
- Proficient in data analysis and using data insights to drive action.

- Demonstrated experience with relevant software programs including Raiser's Edge or similar donor management platform, foundation research platforms and proficiency with Microsoft Office applications including MS Teams; knowledge of SharePoint.
- Experience at a complex and medium to large size educational or arts and cultural institution preferred.
- Confirmed strength in project plan development, management, and execution; an ability to drive sophisticated, multifaceted projects forward to deliver results on time.
- Outstanding written, verbal, and interpersonal communication skills.
- Proficiency in organizing and synthesizing complex information succinctly.
- Some weekends, evenings and holidays required; flexible schedule necessary.
- Occasional regional, domestic or international travel, as needed.

DRWaterstone is leading this search for Corning Museum of Glass. For more information and to apply, please visit driwaterstonehc.com