

<b>Job Title</b>	<b>Corporate Relations Officer</b>
<b>Employer/ Agency</b>	Holocaust Museum Houston
<b>Job Description</b>	<p><b>Position summary:</b> The Corporate Relations Officer is responsible for the planning, implementation, management and oversight of all Corporate fundraising at Holocaust Museum Houston primarily focused on corporations; corporate foundations and other businesses in our community. This includes sponsorship relationships with those entities; volunteer recruitment, donor solicitation, cultivation, communication, tracking and stewardship. In addition, this position oversees and manages the Museum’s facility rental program.</p> <p><b>Principal duties and responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Manages and implements all aspects of the corporate foundation and corporate giving programs with the highest degree of professionalism, confidentiality, tact and responsiveness, including identification and outreach to potential funders, and execution of cultivation, solicitation/application and stewardship activities</li> <li>• Writes and submits proposals and funding requests with narratives and budgets for grants and gifts in response to specific corporate interests, institutional priorities and areas of greatest potential impact</li> <li>• Works with Chief Development Officer, establishing strategy and key funding priorities to enhance, diversify and deepen HMH’s corporate giving program</li> <li>• Embraces and clearly articulates HMH’s mission and funding priorities to prospective donors through face-to-face meetings, written communications and presentations</li> <li>• Fields introductory calls from new potential corporate partners and responds appropriately in a timely manner.</li> <li>• Prepares and leads briefing meetings for donor solicitation visits, ensuring all meeting attendees are knowledgeable with the donor relationship and aligned with meeting goals.</li> <li>• Coordinates with Database Manager to ensure that grants and pledges are recorded using Altru, and are acknowledged appropriately</li> <li>• Works with Chief Development Officer and outside design agency to put together materials as needed</li> <li>• Participates in the prospect research process to build a robust pipeline of future institutional supporters.</li> <li>• Lead cultivation and stewardship activities to advance relationships with institutional supporters and meet rigorous engagement benchmarks of 3+ meetings or calls per week</li> <li>• Monitor trends in the philanthropic sector</li> <li>• Works in conjunction with staff from PR and Marketing and Public Programs to implement schedules for special events</li> <li>• Accurately reviews sponsors’ names in promotional materials.</li> <li>• Collaborates with the Chief Development Officer to develop a budget, forecasts and reports</li> </ul>

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Strong verbal communication skills and demonstrated ability to write clearly and persuasively.</li> <li>• Demonstrated ability to identify and cultivate new individual, foundation and corporate prospects.</li> <li>• Good computer skills and knowledge of fundraising data base programs. A working knowledge of MS Word, Excel, and PowerPoint expected. Working knowledge of design tools i.e. InDesign; Adobe Framemaker; Publisher; etc.</li> <li>• Knowledge and understanding of the identification, cultivation, solicitation and stewardship strategies and techniques as it applies to philanthropy and grant writing.</li> <li>• Demonstrated ability to effectively communicate verbally and in writing to develop proposals, solicitation and acknowledgment letters.</li> <li>• Strong project and time management skills with the ability to prioritize, create order, and meet deadlines.</li> <li>• Strong public service ethic.</li> <li>• Marketing experience is a plus</li> </ul> <p><b>Qualifications and experience:</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree</li> <li>• At least 2 years of fundraising experience</li> <li>• Strong writing and editorial skills</li> </ul>
<b>Salary/Hours</b>	\$55,000/salaried position
<b>Employer/Agency</b>	Holocaust Museum Houston
<b>Address</b>	9220 Kirby Dr. #100 -until spring of 2019 when the new museum opens in the museum district
<b>City, State, Zip</b>	Houston, TX 77054
<b>Contact Person</b>	Connie Boyd
<b>Contact Title</b>	Chief Development Officer
<b>Telephone Number</b>	713-527-1612
<b>Email Address</b>	<a href="mailto:cboyd@hmh.org">cboyd@hmh.org</a>
<b>Application Method</b>	Email <a href="mailto:cboyd@hmh.org">cboyd@hmh.org</a> resume w/ cover letter or <a href="http://www.hmh.org">www.hmh.org</a>
<b>Opening Date</b>	6/20/18

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