

# Young Nonprofit Professionals Network of Grand Rapids

<https://ynpngr.org/job/vice-president-of-fund-development/>

## Vice President of Fund Development

### Description

The Grand Rapids Public Museum is the oldest and second-largest museum in Michigan. We are a place of never-ending learning and discovery, with programs and exhibits focusing on history, science, and culture. The employee culture of the GRPM is one of teamwork, excitement, and learning. As an integral part of the West Michigan community, the Museum is open daily to visitors and hosts after-hours public events, programs, private events, and weddings. The entire GRPM team works to create positive guest experiences through engaging exhibits and programs, and a safe, clean, welcoming space. Fundraising is an important revenue driver to ensure that the

Museum can continue its vibrant role as a cultural educational center in West Michigan. Such financial support allows the Museum to create new exciting exhibits, programs, and activities and serve as a community gathering place for a variety of special events. It is a critical revenue stream for the Museum and enables it to remain a fiscally sustainable institution thereby ensuring it will be a community partner for many years to come.

### Responsibilities

including, but not limited to:

- Work collaboratively with the Development Team, the CEO, VPs and the Fundraising Committee to determine annual objectives. Create and manage strategic and detailed plans that meet annual and long-term resource development objectives.
- Serve as an active leader in the community on behalf of the Museum.
- Identify, cultivate, solicit and steward corporations, individuals, corporate foundations, and private foundations which will include spending at least 50% of the time in the field with major donors.
- Actively engaged in working to establish long-term partnerships and strengthen existing relationships with the corporate and foundation sectors, which will result in funding for the immediate and long-term goals of the Museum.
- Develop and manage grant opportunities – provide oversight and relationship building to meet grant funding goals.
- Conduct necessary research, compile information from internal and external stakeholders, apply, track, report and nurture relationships with grantors.
- Cultivate and steward major sponsors through events/hospitality opportunities and incorporate other benefits as appropriate. Work directly with corporate contacts to fulfill benefits.
- Seek corporate sponsors and foundation support for Museum programs, exhibits, events, and educational programs.
- Attend special event committee meetings (and community meetings as necessary), and work with volunteers to achieve donor and sponsorship goals.

### Hiring organization

Grand Rapids Public Museum

### Employment Type

Full-time

### Base Salary

\$ 96000

### Date posted

June 16, 2023

- Oversee and maintain accurate up to date management information systems on existing and prospective sponsors including funding cycles, relevant deadlines, funding priorities, and all communications with the funder/prospect.
- Participate in the recruitment and hiring of staff for the department; supervise, train, professionally develop and monitor staff to achieve the overall performance goals.
- Other duties may be assigned as necessary.

### **Qualifications**

- Strong people skills; work and communicate diplomatically and courteously with staff, other team members, volunteers, guests, departments and key stakeholders to meet common objectives and desired outcomes.
- Must be organized, dependable, punctual and possess a strong work ethic.
- Must have strong interpersonal and conflict-resolution skills.
- Must be proficient with various computer technology programs/systems.
- Maintain a professional appearance and demeanor.
- Familiarity with Google Workspace.

### **EXPERIENCE:**

- Five years of senior-level experience in successful fundraising.

### **REQUIREMENTS:**

- Demonstrated ability to effectively build relationships with major donors, corporate sponsors and community leaders for solicitation of fundraising support.
- Demonstrated ability to successfully manage and inspire a professional staff to achieve high-level fundraising performance results.
- Demonstrated strong written and organizational skills with attention to detail.
- Ability to problem-solve using critical thinking skills and bring matters to a conclusion.
- Be proficient and efficient in time management, projects, processes and use resources to produce desired outcomes.
- Ability to work in cross-functional teams.
- Ability to be discreet and use good judgment.
- Ability to set and meet realistic goals and establish work priorities.
- Excellent communication skills ( oral and written) including presentations.
- Ability to develop and cultivate new personal relationships, as well as maintain, with prospective and existing donors.
- Ability to be trusted and confidential.

- Possess both knowledge of various public and private grants and demonstrated experience in grant writing.

#### EDUCATION:

- Minimum bachelor's degree required.

#### PHYSICAL DEMANDS:

- Must be able to move, bend, stoop, reach, and lift up to 25 pounds.
- Frequent telephone and computer use.
- Must be able to sit for extended periods of time.

#### WORK ENVIRONMENT:

- Professional business setting with friendly interaction.

#### **Job Benefits**

401(k)  
Dental insurance  
Employee assistance program  
Employee discount  
Health insurance  
Life insurance  
Paid time off  
Professional development assistance  
Vision insurance

#### **Contacts**

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