

# Nasher Sculpture Center

## Manager of Institutional Giving

Posted Thursday, April 1, 2021

The Nasher Sculpture Center (Dallas, Texas) is currently seeking a mid-level fundraising professional to fill the role of Manager of Institutional Giving. The Manager of Institutional Giving supports efforts to identify, qualify, cultivate, solicit, and steward support from businesses, foundations, and government agencies.

### Reporting Relationships

The Manager of Institutional Giving will report to the Director of Institutional Giving and will work closely with members of the Development, External Affairs, Curatorial, Finance, and Education teams.

### About the Nasher Sculpture Center

Located in the Dallas Arts District, the Nasher Sculpture Center is a nonprofit, community-supported museum whose mission is to be an international focal point and catalyst for the study, installation, conservation, and appreciation of modern and contemporary sculpture. Since 2003, more than 2 million people have visited the Nasher's galleries and garden.

Fundraising plays an important role at the Nasher, and considerable efforts have been made in recent years to expand contributed and sponsorship revenue. Current sources of institutional giving-specific fundraising include:

- Grants and sponsorships for exhibitions, public and education programs, facility and capital needs, and general operations
- Corporate Membership
- Two annual fundraising events: the Nasher Prize Award Gala (and related programming) and The Great Create

### About the Manager of Institutional Giving Position

The Manager of Institutional Giving provides support for the Nasher's institutional development efforts—including the identification, qualification, cultivation, solicitation, and stewardship of local and national foundations, businesses, and government agencies. This position is responsible for grant seeking, sponsorship development, and corporate membership.

#### *Direct Fundraising Responsibilities*

#### Identification, Qualification, & Cultivation:

- Conduct thorough prospect research for exhibitions, programs, operations, and special initiatives
- Review grant guidelines to determine eligibility and fit (linkage, ability, and interest)
- Prepare briefings on funders and funding opportunities for Nasher leadership and program staff
- Manage the grant proposal pipeline and calendar
- Prepare materials for meetings and site visits
- Serve as an ambassador for the Nasher at events and networking opportunities
- Research and follow trends in fundraising and the philanthropy

#### Solicitation:

- Develop, write, and project manage letters of inquiry, proposals, budgets, and associated documents
- Deliver timely corporate membership renewal requests, in the interest of member retention
- Support solicitors (including senior development staff, executive leaders, and programmatic department heads) with major asks, including making meeting arrangements, taking notes, and circulating action items post-meeting

#### Stewardship:

- Serve as point of contact for, and consistently communicate with, corporate members, sponsors, and funders, providing best-in-class stewardship and encouraging the use of member and sponsor benefits, as applicable
- Work with the Development Operations sub-team to ensure the timely delivery of corporate member welcome packets
- Manage grant and sponsorship contract compliance, including reporting
- Assist with sponsorship activation at Nasher events
- Maintain program and exhibition credit lines to ensure appropriate funder recognition on signage, marketing materials, brochures, programs, communications, etc.

#### *Administrative Responsibilities*

- Work with Development Operations sub-team to ensure consistent data entry into the Nasher's donor database
- Coordinate across Nasher departments to collect and reconcile information, including finances and program metrics
- Maintain foundation, government, and corporate online grant portals and annual registrations
- Generate regular reports on donor pipeline, activity, results, and forecasts.
- Additional duties as assigned

#### **Qualifications**

- Appreciation for the arts and enthusiasm for the Nasher's mission
- Bachelor's degree required, preferably with a major in English, art history, or similar

- Two to five years of related fundraising experience with demonstrated success in securing funding from foundations, corporations, and government agencies
- Exceptional and persuasive communicator with a professional demeanor, strong interpersonal skills, and a high level of comfort working with donors, staff, and volunteers
- Highly organized and detail-oriented, with a track record of successfully meeting deadlines, prioritizing, and managing simultaneous projects
- Experience with fundraising databases (preferably Blackbaud or Salesforce products)
- Proficiency in Microsoft Office applications
- Willingness to work occasional evenings and weekends for development events

## **Compensation**

This is a full-time, salaried position with an approximate starting annual pay range of \$47,000-\$50,000. The Nasher offers a robust benefits package which includes medical, dental, and vision insurance; 401(k) with employer match; and paid time off.

## **Application Instructions**

Please submit a cover letter and resume to:

Vanessa Hadox, Director of Institutional Giving  
[vhadox@nashersculpturecenter.org](mailto:vhadox@nashersculpturecenter.org)

***Please use the subject line: Manager of Institutional Giving***

Applications will be accepted on an ongoing basis until the position is filled. **However, priority will be given to candidates who apply by Friday, April 16.** Finalists will be asked to provide professional references and work samples. A background check will be conducted prior to hiring.

The Nasher is an equal opportunity employer and does not discriminate in the hiring of personnel on the basis of race, creed, color, religion, national or ethnic origin, age, sexual orientation, gender identity, marital status, veteran status, disability, or any other protected status as provided by law.