Sponsorship & Events Fundraiser

Located in the heart of historic Philadelphia, the National Liberty Museum brings liberty to life through stories of people whose character and courage have expanded our freedom and liberty. The Museum’s exhibitions, educational experiences and public programs inspire visitors to think about liberty as an ongoing human quest that we all share. The NLM presents liberty as non-partisan and welcomes all voices and points of view to participate in our programming.

**Position description**
The National Liberty Museum (NLM) seeks an experienced professional with a successful track record in non-profit fundraising or relevant for-profit sales to advance the Museum’s contributed revenue and sponsorship goals for our programs and events, as well as for our annual Gala and Glass Auction, which for the first time will be virtual on October 10, 2020. This is a sales-oriented position and requires an entrepreneurial and results oriented go-getter who is inspired by the NLM’s programs and events, both virtual and in-person, serving our core audiences: students, teachers, families and adults. They will work with an assigned portfolio of prospects and actively build on the portfolio in researching and discovering new sources of institutional support.

**Please note:** Due to the nature of this position, applicants must be available to perform their duties during non-traditional hours, including nights and weekends.

**Core Responsibilities**
- Secure new sponsorships for current in-person and virtual NLM programs, exhibits and events throughout the year as well as ongoing sponsorship opportunities to support our annual budget
- Secure sponsorships for our Gala & Glass Auction
- Manage and ensure that the dedicated lines of revenue from NLM programs and events, and Gala & Glass Auction, per fiscal year are met and exceeded; provide monthly reports that accurately reflect caseload activity and personal performance
- Prepare sponsorship proposals, sales decks and necessary support materials for all funding requests as well as collaborate with marketing and creative staff for supporting sales materials needed for marketing initiatives
- Network with the relevant groups and associations to meet new institutional prospects and raise the visibility of our programs/events.
- Perform other duties as assigned by CDO
Must-Have Sales Skills

- Prospecting: A successful candidate will generate their own leads every week through research, cold calling/emailing and when possible, securing visits at the NLM and off site
- Qualifying Leads: Finding the decision maker; strong work ethic with the ability to build trust
- Ability to develop a plan and execute daily to build a pipeline of engaged and appreciated sponsors
- Highly motivated; able to work independently and as part of a team and with energy, optimism and persistence
- Excellent communication and networking skills
- Ability to manage time and hold yourself accountable for production and results

Qualifications and Experience

- Bachelor’s degree
- Five years non-profit experience in donor development and gift solicitation and/or relevant experience in for-profit sales
- Experience managing and strategically growing a development/sales portfolio
- Demonstrated results developing cultivation strategies, creating successful sponsorship packages, and closing new gifts/sales
- Local knowledge of the Philadelphia philanthropic and business community. Is out and about in the community and has developed an extensive network
- Superior verbal and written communication skills. Must be able to represent the NLM independently to potential/existing sponsors and make successful asks
- Competence with fundraising software (Altru/Raiser’s Edge preferred) and Microsoft Office
- Proven organizational skills including the ability to manage multiple tasks and projects simultaneously, meet deadlines and produce high quality results quickly

Reporting

The Sponsorship and Events Fundraiser will report to the Chief Development Officer.

Physical Demands

The work environment and physical demands and characteristics are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions:

- Physical Demands: Requires some physical activity including sitting/standing, limited lifting and carrying (up to 20 lbs.), up/downstairs
- Work Environment: Work is typically performed in an indoor environment, in museum offices or on museum floor
- Equipment: General office equipment, projector, Smart Board, two-way radio
Work Environment/ Office Culture
We are proud of our Museum family and work each day to create an atmosphere where everyone can contribute their ideas, energy and enthusiasm for the important services we provide to the public. We emphasize working together as a team which is cooperative and supportive of each other, with open communication always.

Our management team is committed to providing an atmosphere of trust and open communication and to listen to and answer any staff questions or concerns. We believe in giving each staff person opportunities to grow and will always promote from within and where possible.

Compensation and Benefits
The National Liberty Museum is an Equal Opportunity Employer seeking a diverse workforce. The NLM provides an excellent compensation package; salary commensurate with experience, with bonus structure for exceeding revenue benchmarks. The full benefits package includes medical, dental, life & long-term and short-term disability insurance, a voluntary 401(k) program with employer match, paid time off, and an employee assistance plan for transit and dependent care.

To apply
Please email resume and cover letter to HR@libertymuseum.org. NO calls please. We regret we may not be able to respond to all job applications. All the best to you on your search!