
Position Title:	Signature Events and Sponsorship Coordinator
Division:	Marketing and Communications Director
Department:	Marketing & Development (Hybrid)
Opening Date:	August 2023
Closing Date:	Initial Review Begins August 21, 2023
FLSA/Classification:	Exempt/Full-Time

Mission

Through art, we create transformative and diverse experiences, strengthen community connections and inspire imagination.

Vision

Through art, we will be a community leader recognized as a welcoming, thought-provoking and collaborative place that nurtures inclusion, diversity, equity and accessibility.

The Dayton Art Institute seeks a highly experienced, dynamic, and motivated Signature Events and Sponsorship Coordinator, specializing in corporate and individual giving and fundraising, to help plan and execute the museum's three Signature Events: Art Ball, Oktoberfest and Bourbon & Bubbles, achieving full sponsorship opportunities and in-kind donations for each.

In addition, and in coordination with the Marketing and Communications Director, coordinator will provide oversight of the 64-member Associate Board volunteer group and the Former Associate Board alumni group, which are responsible for supporting the museum's signature events. In coordination with the director, coordinator will assist in selecting orientating, training, mentoring, planning, assigning of tasks, and monitoring performance of the Associate Board, as well as all internal and external communications, fundraising and execution of all aspects of the events. In close collaboration with the Director and CEO, Marketing and Communications Director, and Development Director, coordinator will be accountable for budget development, management and development of goals and strategies for Associate Board and Former Associate Board volunteer groups.

Coordinator will work closely with cross-functional museum teams to assure seamless sponsorship and benefits fulfillment for assigned donors and full execution of signature events. They will also work closely with members of the Development team to meet or exceed the fundraising goals that support the achievement of the museum's mission and strategic initiatives.

This is a full-time position. The base salary ranges from \$55-\$65k based on experience. Position requires the ability to work non-traditional hours.

Reporting Relationship

This position reports to the Marketing and Communications Director with dotted line reporting to the Development Director.

Desired Qualifications, Experiences, Skills, and Abilities

- Minimum three years relevant experience working directly with corporate donors, marketing and/or non-profit fund raising.
- Experience in planning, managing, and executing both large- and small-scale special events and stewardship programs
- Demonstrated experience in fiscal management, budget oversight and financial analysis
- Demonstrated experience in vendor communication and contractual compliance with companies and businesses
- Knowledge of and ability to identify, interpret and apply appropriate fund development laws, ethics, practices, and regulations with special focus on corporate donors
- Proven and highly successful track record of identifying corporate prospects and providing strategies to secure funding
- Demonstrated ability to communicate and work effectively with a wide range of diverse target audiences, including museum employees, board members, donors, current and prospective members, and volunteers to strategize for the future, tap into new opportunities and employ new approaches
- Strong organizational skills, a high level of initiative, creativity, diplomacy, and discretion in working with boards, committees, and the public and private sectors
- Experience writing, vetting, and proofing a wide range of reports, correspondence and other documents for senior management and internal and external customers
- Strong commitment and ability to maintain confidentiality
- Well-organized; high attention to detail, with an ability to manage several projects simultaneously under strict deadlines; able to maintain a sense of perspective and humor while working under pressure
- Ability to communicate in writing and produce documents and high-level, error-free, confidential reports
- Excellent knowledge of Microsoft Office Suite programs, prospect research tools, fundraising databases (Altru a plus)
- Knowledge of American Sign Language; multilingual a plus.

To be considered for this opportunity, submit a resume and cover letter stating salary expectations. Relocation assistance available. [Click this link to apply](#)

Submission Review: Initial review begins August 21, 2023. This job listing will remain open until the first interview phase is complete or until a sufficient number of qualified candidates have been identified.



GENERAL INFORMATION:

Dayton Art Institute is a smoke, nicotine, and tobacco free workplace. To improve the overall health of the workforce and while reducing health care benefit costs, the Dayton Art Institute has enhanced its Nicotine/Tobacco Free Workplace Policy to no longer hire nicotine/tobacco users. The use of any nicotine products including cigarettes, cigars, chewing tobacco, e-cigarettes and any other products containing nicotine and/or other nicotine products that are not approved by the Federal Drug Administration for tobacco cessation are prohibited. The use of electronic smoking devices (also known as electronic cigarettes or "e-cigarettes") is prohibited in any place where smoking of tobacco products is prohibited.

Calls and emails regarding the status of your application materials will not be accepted. Due to the high volume of submissions generally received, DAI contacts only a small percentage of applicants. Therefore, if there is interest in discussing this position with you, someone on staff will contact you via email.