



Corporate Sponsorships and Partnerships Coordinator

The Wright Museum seeks a permanent, full-time, benefits-eligible Corporate Sponsorships and Partnerships Coordinator reporting to the Vice President of Development.

The Wright Museum is an equal opportunity employer and welcomes applicants without regard to ethnicity, gender identity, age, or sexual orientation.

About Us:

Founded in 1965, the Charles H. Wright Museum of African American History has for over half a century been a leading institution dedicated to the African American experience.

The Wright Museum houses over 35,000 artifacts and archival materials and is home to *And Still We Rise: Our Journey through African American History and Culture*, the museum's 22,000 square foot, interactive core exhibit, which is the largest single exhibition on African American history in existence. The *Ford Freedom Rotunda* and its 95-foot wide by 65-foot high glass dome; this architectural wonder is more than twice the width of the State of Michigan's Capitol dome and just one foot shy of the width of the U.S. Capitol dome. Our *Ring of Genealogy*, a 37-foot terrazzo tile creation by artist Hubert Massey surrounded by bronze nameplates of prominent African Americans in history. The Museum has the *General Motors Theater*, a 317-seat facility for live performances, film, and presentations. The Wright serves over half a million people annually through its exhibitions, programs, and events.

Our mission is to open minds and change lives through the exploration and celebration of African American history and culture.

Our vision is of a world in which the adversity and achievement of African American history inspires everyone toward greater understanding, acceptance, and unity!

Position Overview:

The Charles H. Wright Museum of African American History's Development Department is seeking a Coordinator, Corporate Sponsorships and Partnerships. As a member of the Development Department, this position is responsible for working to identify, secure, and fulfill corporate gifts, sponsorships, and special events. Under the direction of the Vice President for Development, the Coordinator will work as part of cross-departmental teams to cultivate corporate investments in exhibitions, educational programming, events and general operations. The Coordinator will steward corporate gifts from prospects through impact reporting.

Essential Functions:

- Support solicitation strategy for corporate funding prospects in partnership with Vice President of Development and President and CEO;
- Work with senior museum staff to shape sponsorship opportunities for major exhibitions, public programming, festivals, and annual signature events;
- Assist with development of all corporate proposals, written solicitation materials and project budgets;
- Draft and negotiate terms of customized multi-level sponsorships packages and prepare agreements with museum executive leadership;
- Provide support to corporate event rentals sales;
- Contribute to planning and execution of special fundraising efforts by the Museum's affinity groups and board of directors;
- Represent the Development Department on cross-departmental special project teams with curatorial, education, exhibition and administrative staff; and
- Meet measurable goals and objectives for this area within established timeframes.
- Other duties as assigned.

Qualifications and Requirements

- B.A. Degree, M.A. or M.B.A. Desired.
- 3+ years of corporate fundraising, engagement and sponsorship experience, ideally on a national scale.
- Progressive project management responsibilities and experience overseeing complex, deadline-driven fundraising events.
- Track record of success securing major corporate sponsorships.
- Familiarity with or experience working within the corporate sector(s) and keen understanding of the philanthropic, marketing, public relations, branding, digital, and special events needs of major corporations.
- Impeccable writing and speaking skills with the ability to communicate persuasively to senior executives and external groups.
- Experience creating original presentations for targeted audiences.
- Ability to manage multiple projects and meet deadlines.
- Demonstrated knowledge of and interest in African American history and culture.
- Facility with Social Media Communication, Microsoft Word, Excel, PowerPoint and Raiser's Edge.

How to apply:

Application will only be accepted via our website thewright.org/jobs or email to HR@thewright.org
Interested candidates should submit (1) a resume and (2) a cover letter with salary requirements.
Please no phone calls.