

Director, Institutional Relations

Position Overview:

The American Alliance of Museums (AAM) is seeking a **Director, Institutional Relations** to secure funding and build relationships with foundations, corporations, and other organizations. This role is vital in advancing AAM's mission through philanthropic support and strategic partnerships.

This role reports to the Vice President, Advancement and is responsible for raising \$1M in FY2025 (approximate to FY2024) and is expected to grow that amount by 25 percent or more in FY2026. The **Director, Institutional Relations**, is one of ten staff within the Membership and Development team, which collectively contributes 70 percent of the organization's \$11M annual budget.

Your Role in Action:

- **Relationship Management & Growth Strategies**
 - Work to build and maintain relationships with key stakeholders, including executives, program officers, and decision-makers.
 - Identify, cultivate, and solicit new corporate and foundation donors to support institutional priorities.
 - Provide strategic vision and tactical plans for growing portfolio of funders.
 - **Proposal Writing**
 - Develop compelling proposals and grant applications aligned with funder interests and institutional priorities.
 - Work cross-departmentally to ensure proposals reflect realistic timelines, team capacity, and deliverables.
 - **Research & Analysis**
 - Utilize research tools and databases to identify potential institutional donors and new approaches.
 - Provide analysis on fundraising efforts, recommending tactics for continual improvement.
 - Document moves with strategic memos and meeting notes to build institutional memory for current and future team members.
 - **Collaboration & Leadership**
 - Collaborate with AAM peers and senior executives on strategic engagement of prospective and current funders.
 - Represent AAM at relevant events and meetings.
 - Provide leadership and mentorship to team members as required.
 - **Stewardship & Reporting**
 - Provide, or work collaboratively with relevant team member to provide, appropriate stewardship for corporate and foundation donors.
 - Manage the preparation of progress reports, financial statements, and other required documentation.
 - Ensure compliance with grant requirements and deadlines.
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What You'll Bring to The Team:

- Bachelor's degree required; master's degree preferred
- Minimum of 4-5 years of experience in development, focusing on corporate and foundation relations
- Proven track record of securing major gifts and grants from corporations and foundations
- Excellent written and verbal communication skills
- Strong interpersonal skills and ability to work with diverse stakeholders
- Proficiency in donor management software and research databases
- Knowledge of fundraising best practices and ethical standards
- Ability to manage multiple projects simultaneously and work under pressure
- Commitment to diversity, equity, accessibility, and inclusion
- Willingness to travel for donor meetings and events as needed

Physical Demands:

- Physical requirements include prolonged sitting and computer usage.
- Travel required for donor meetings and events as needed.

Salary & Work Location

Salary: Starting at \$95,000. Location: 2451 Crystal Dr. Suite 1005 Arlington, VA 22202

Interested Candidates should submit a resume and cover letter detailing your fundraising experience and interest in supporting the museum field through the American Alliance of Museums' mission to hr@aam-us.org with the subject line: **Director of Institutional and Corporate Relations**. Please submit all resumes and cover letters by **January 15, 2024**.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. AAM values a diverse and inclusive workplace, so if you are excited about this role but your experience doesn't align perfectly with all of the qualifications, we encourage you to apply anyway. You may be just the right candidate for this or other opportunities.

About the Alliance: The American Alliance of Museums, a 501(c)(3) non-profit organization, is a trusted leader, partner, and advocate for museums, representing art, history, and science museums, as well as aquariums, zoos, and botanical gardens. With a budget of \$10M and staff of 40, the Alliance provides leadership, advocacy, and service to its membership and the museum field. Headquartered in Arlington, VA, the Alliance is an equal opportunity employer and values a diverse workplace. For more information, please visit www.aam-us.org