

SCM's **Museum Sponsorship Coordinator** will focus on securing funding or in-kind support for a museum's programs, exhibitions, and events. The role requires a combination of relationship-building, strategic thinking, and fundraising expertise.

Job Title: Museum Sponsorship Coordinator

Location: Sacramento Children's Museum, Rancho Cordova, CA

Job Type: Part Time, non-exempt, hybrid

Reports To: Executive Director

Salary Range: \$25 - \$35/hr

Job Overview:

The Museum Sponsorship Coordinator is responsible for developing, managing, and executing the museum's sponsorship program. This position involves cultivating and maintaining relationships with corporations, foundations, and other potential sponsors to secure financial or in-kind support for exhibitions, educational programs, and special events. The coordinator will also work closely with museum leadership to align sponsorship opportunities with organizational goals and strategic priorities.

Key Responsibilities:

1. Sponsorship Development:

- Identify, approach, and secure potential sponsors for exhibitions, programs, and events.
- Develop tailored sponsorship packages that align with the museum's mission and the sponsor's business objectives.
- Build and maintain long-term relationships with sponsors, donors, and partners.
- Create sponsorship proposals and presentations to engage potential sponsors.

2. Program Management:

- Oversee the administration and execution of sponsorship agreements, ensuring deliverables are met for both the museum and sponsors.
- Track and report on sponsorship performance, including fulfillment of benefits, audience engagement, and sponsor satisfaction.
- Work with internal teams (e.g., marketing, events, education) to ensure sponsors' needs are integrated into museum programs and events.

3. Fundraising & Budgeting:

- Collaborate with the leadership team to ensure sponsorship opportunities are effectively integrated into fundraising strategies.

- Monitor and report on sponsorship revenue and related expenses.
- Support in the creation of the annual sponsorship budget and revenue forecasting.
- 4. Event Coordination & Public Relations:**
 - Coordinate sponsor presence at museum events, ensuring visibility and positive recognition.
 - Organize sponsor events, private viewings, and other exclusive engagement opportunities.
 - Ensure sponsors' branding is properly integrated into all marketing and promotional materials.
- 5. Marketing and Communication:**
 - Work with the museum's leadership team to develop promotional materials that highlight sponsorship opportunities and showcase sponsor logos/branding.
 - Promote sponsors through museum social media channels, websites, newsletters, and other marketing platforms.
- 6. Networking and Community Engagement:**
 - Attend industry events, conferences, and networking opportunities to cultivate new sponsorship leads.
 - Engage with local businesses, foundations, and community organizations to identify new opportunities for partnership and sponsorship.

Qualifications:

- Bachelor's degree in Marketing, Communications, Business Administration, Nonprofit Management, or a related field.
- Minimum of 1-3 years of experience in sponsorship, fundraising, or corporate relations, preferably in the nonprofit or cultural sector.
- Strong interpersonal skills with the ability to cultivate relationships with a variety of stakeholders, including business leaders, philanthropists, and community partners.
- Excellent written and verbal communication skills, including the ability to write compelling proposals and reports.
- Ability to manage multiple projects and deadlines in a fast-paced environment.
- Knowledge of the museum or arts sector and an understanding of the importance of sponsorship in supporting cultural institutions is highly preferred.
- Proficient in Google Suite, donor management software, and CRM systems (blackbaud Altru).
- A strong network of corporate contacts or a demonstrated ability to build such networks is a plus.
- A valid CA Drivers license

Working Conditions:

- This position is a hybrid role with time spent working remotely and from the museum.

- The position may require occasional evening or weekend work, especially during major events or openings.
- Some travel may be required for meetings or sponsorship engagements.

To Apply:

Please submit your resume to info@sackids.org with "Sponsorship Coordinator" in the subject.