



DIRECTOR OF INSTITUTIONAL GIVING

FLSA Classification: Full-Time; Exempt

Anticipated Pay Rate:

The Country Music Hall of Fame® and Museum Development Division

Applications are accepted electronically HResources@countrymusichalloffame.org

The Country Music Hall of Fame and Museum has an opening for a full-time, non-exempt Director of Institutional Giving in the Development Division.

Company Overview: The Country Music Hall of Fame and Museum seeks to collect, preserve, and interpret the evolving history and traditions of country music. Through exhibits, publications, and educational programs, the museum teaches its diverse audiences about the enduring beauty and cultural importance of country music. See all available opportunities here: [Employment](#).

Division Overview: The Development Division oversees all philanthropy on behalf of the museum, which includes museum membership; annual, major, and planned giving; special events, which range from exhibition opening receptions to All for the Hall fundraisers hosted by Keith Urban, Vince Gill, and Emmylou Harris; as well as foundation, corporate and government giving programs. We also steward relationships with Country Music Hall of Fame members; the broader music community; elected officials; local, state, and national arts organizations; and museum donors. We are constant advocates for the arts on local and national levels, and we publish strategic communications on the museum's behalf, such as the annual report. Our goal is provide excellent stewardship to all who make gifts of time, talent, and treasure to the mission in support of our mission-focused work.

Job Overview: The Country Music Hall of Fame and Museum seeks a Director of Institutional Giving to lead and grow the museum's development efforts with foundations, corporations, and government entities. He/she will be responsible for attaining an aggressive resource generation goal that includes diverse grant gifts to support the Museum's collections, exhibitions, and educational programs, as well as to launch a Corporate Membership Program and support exiting development initiatives that engage corporate donors. This position will actively collaborate with the Grant Manager, Director of Major Gifts, Membership Manager, and Sponsorship Coordinator. He/she will report to the Vice President of Development.

Specific Job Duties:

Corporate Relations

Membership

- Develops and launches the Charter Corporate Membership Program in coordination with the Membership Manager.
- Develops a corporate prospect list.
- Develops a benefit schedule and vets across departments.
- Works the prospect list and actively sells corporate memberships.
- Fulfills all membership benefits in coordination with the Membership Manager and broader team.



Other Corporate Opportunities

- Develops partnership proposals for corporations that meet their business objectives.
- Serve as a primary point of contact and lead Moves Management strategy for this constituency.
- Supports the Vice President of Development, Director of Major Gifts, Director of Development Operations and Events, and Membership Manager in securing support for fundraising events, including:
 - All for the Hall concerts hosted by Vince Gill, Emmylou Harris, and Keith Urban.
 - Troubadour memberships, which are sold to corporates in bundles of 10 or more as an affordable benefit for young professionals.

Grants

- Partners with the Grants Manager to complete all funding opportunities listed on the annual grant calendar, which includes more than 50 annual submissions.
- Team strategizes and drafts applications with the Vice President of Development and Grant Manager to maximize efficiencies and output.
- Project manages new federal grant work flows and processes across divisions, ensuring federal submissions reflect significant collaboration and interdepartmental expertise.
- Ensures compliant grant and contract administration.
- Implements Logic Model program planning and evaluation and collaborates with program teams to identify outcomes—measurable changes in participants’ knowledge, skills, behavior, beliefs, or life condition—as a result of their interactions with the museum.

Other

- Supports the Development Division in special events, donor relations, and general duties as needed.

Minimum Qualifications:

- Bachelor’s degree
- Minimum of five years’ experience leading corporate, government, and foundation relations programs that consistently generate more than \$1 million annually.
- Experience generating and qualifying grant, foundation, and corporate prospect lists, as well as making personal solicitations.
- Experience managing a portfolio of 150-plus major donors.
- Passion of the arts, museum, and country music.
- Knowledge of current educational practices and Logic Model program design.
- Excellent interpersonal skills and ability to work well with and interact with a broad spectrum of personalities and diverse populations.
- Must have the ability to resolve conflicts and respond to inquiries in an appropriate and efficient manner.
- Must have significant database experience.

Preferred Qualifications:



- Recipient of six-figure grants from the federal agencies, with preference given to applicants with National Endowment for the Arts, National Endowment for the Humanities, and/or Institute for Museum and Library Services awards.
- Museum experience.
- Knowledge of library practices and digital archives.
- Preference given to Tessitura users.

Conditions of Employment:

- Must be able to work a flexible schedule including weekends, evenings, and some holidays.
- Must pass a background check and driving record check.