

# **Peoria Riverfront Museum**

## **Sponsorship Manager**

The Peoria Riverfront Museum is the only multidisciplinary institution of its kind in the nation—combining art, science, history, and achievement. Through our collections, exhibitions, Giant Screen Theater, Dome Planetarium, and dynamic programming, we tell stories that build confidence, spark lifelong learning, and unleash the full talent and genius of every individual.

We are seeking an ambitious, relationship-driven Sponsorship Manager to join our team. This is a unique opportunity to combine sales, strategy, and philanthropy in support of a mission that transforms lives and strengthens our community.

### **Position Summary**

The Sponsorship Manager is responsible for identifying, cultivating, and stewarding corporate, foundation, and individual sponsorships to support the museum's exhibitions, educational programs, special events, and general operations. As a key driver of revenue, this role requires creativity, strong business acumen, and the ability to build lasting partnerships that deliver value for both the sponsor and the museum.

### **Key Responsibilities**

#### **Sponsorship Sales and Development**

- Create and execute strategies to secure sponsorships for exhibitions, educational programming, and events.
- Develop compelling proposals and customized partnership packages that align sponsor goals with museum impact.
- Proactively identify and research prospective sponsors, building and maintaining a strong pipeline of opportunities.

#### **Relationship Management**

- Serve as the primary point of contact for all sponsors, ensuring excellent service and fulfillment of benefits.
- Nurture long-term partnerships, encouraging renewals and growth in sponsorship levels.
- Represent the museum at business, civic, and community events to strengthen visibility and networks.

#### **Fundraising Support**

- Collaborate with the Development team on donor campaigns, stewardship, and major gift cultivation.
- Support grant writing, reporting, and foundation outreach as part of the museum's broader funding strategy.
- Regularly attend Museum programs to assist with donor relations and stewardship.

**Reporting and Administration**

- Maintain accurate records of sponsorship activities in the donor database (e.g., Bloomerang Salesforce).
- Provide regular performance updates on revenue, pipeline activity, and sponsor engagement.
- Partner with the marketing team to ensure sponsor recognition and visibility across platforms.

**Qualifications**

- Education: Bachelor's degree in Marketing, Communications, Nonprofit Management, or related field.
- Experience: Minimum 3 years in sales, fundraising, or business development, ideally in a nonprofit or cultural sector.

**Skills and Attributes:**

- Proven success in meeting or exceeding revenue goals.
- Excellent communication skills—written, verbal, and presentation.
- Strong relationship-building abilities with diverse stakeholders.
- Highly organized, detail-oriented, and able to manage multiple projects simultaneously.
- Proficiency with donor databases and Microsoft Office Suite.

**Why Join Us?**

At the Peoria Riverfront Museum, you'll play a pivotal role in funding experiences that inspire discovery and connect people to the world. This position offers the chance to combine mission-driven work with the excitement of business development in a collaborative, creative environment. We offer a competitive salary, benefits, and the opportunity to grow a program that makes a lasting impact on our community.