



## Indianapolis Motor Speedway Museum Position Description

<b>Position Title</b>	Sponsorships and Corporate Giving Manager
<b>Department</b>	Development
<b>Reports To</b>	VP of Advancement
<b>Location</b>	Indianapolis Motor Speedway Museum, 4750 W. 16 <sup>th</sup> Street, Indianapolis, IN 46222
<b>FLSA Status</b>	Full-time, Exempt

### Organization Summary:

The Indianapolis Motor Speedway Museum is an independent 501(c)(3) nonprofit organization. While located within the track, the Museum is operated separately from the Indianapolis Motor Speedway. The Indianapolis Motor Speedway Museum brings to life the innovation, thrill, and cultural significance of motor racing at the Indianapolis Motor Speedway. Our vision for the Indianapolis Motor Speedway Museum is to ignite curiosity, spark discovery, and embrace tradition.

### Position Summary:

The Sponsorships and Corporate Giving Manager will lead the Museum's sponsorship sales and corporate support strategy, increase revenue through sponsorships and other corporate funding sources, and manage the fulfillment of any agreements.

### Specific Duties:

- Manage overall sponsorship and corporate giving strategy to meet revenue goals. Goals will be determined in partnership with the VP of Advancement.
- Develop and maintain relationships with sponsors, potential sponsors, and granting agencies.
- Identify creative ways to work with potential sponsors in renovated Museum space.
- Develop sponsorship proposals that align with the Museum's mission and revenue goals.
- Negotiate and maintain sponsorship agreements. Manage the fulfillment of any agreements.
- Develop and maintain relationships with corporate partners who support the Museum through corporate giving and donations.
- Work with Museum staff to identify needs, develop proposals and ensure fulfillment of agreements.
- Work with Indianapolis Motor Speedway staff in any cross-promotional areas as needed.

### Qualifications:

- Bachelor's degree in a relevant field
- At least 3 years of proven experience in sales and sponsorship fulfillment
- Preferred experience with motorsports, sports, or cultural attraction organizations
- Exceptional written and verbal communication skills
- Proficiency in MS Office
- Preferred experience with Salesforce or similar platform

**Physical Demands:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee may be regularly required to stand, sit, talk, hear, reach, stoop, kneel, and use hands and fingers to operate a computer, telephone, and keyboard.
- Specific vision abilities required by this job include close vision requirements due to computer work.
- Light to moderate lifting may be required.
- Regular, predictable attendance is required.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

- Moderate noise (i.e., business office with computers, phones, and printers, light traffic).
- Ability to work in a confined area.
- Ability to sit at a computer terminal for an extended period.

**Submit Resume & Cover Letter:** [museumjobs@imsmuseum.org](mailto:museumjobs@imsmuseum.org)

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