

Glazer Children's Museum

JOB POSTING

Major Gifts Officer

The Glazer Children's Museum is seeking an experienced and passionate fundraiser to join our team.

Position Summary:

The ideal candidate for Major Gifts Officer will have a can-do attitude, a commitment to stewardship, and be a strong team player. They will be a numbers driven development professional and experienced relationship builder. They will have a passion for inspiring early learners and for the mission of the Glazer Children's Museum. The MGO must be an experienced fundraiser and a self-directed team member who cultivates strong relationships with donors to deepen engagement and increase support, while working together with a team to meet institutional goals.

Essential Duties and Responsibilities:

As a member of the Development Team, the Major Gifts Officer will be responsible for the development, management, and execution of a comprehensive major giving program including individual, foundation and corporate donor relations. In partnership with the CEO, development team, and development committee of the board, the position will be responsible for:

- Developing and refining major giving strategies for ongoing operational fundraising as well as capital gifts
- Personally cultivating, soliciting, and stewarding a portfolio of individual donors and prospects
- Identifying and securing financial gifts of \$25,000 or higher
- Preparing materials to support fundraising, including presentation materials, gift proposals and agreements, contact reports, and other documentation
- Tracking and maintaining donor activity within the Altru database
- Working directly with the staff and Board using a donor-based, Moves Management approach for the ongoing identification, cultivation, and stewardship of new prospects
- Ensuring post-gift stewardship, including donor acknowledgement and benefit fulfillment.
- Working with the entire development team to accomplish fiscal goals, including events, grants, and other activities.

The ideal candidate must be a good listener, strategist, and planner. They must demonstrate strength in independent problem solving, attention to detail, and prioritization of work. Administrative, organization, and follow-up skills / tasks must be consistently practiced.

Non-Essential Functions:

Other duties as required may include assisting with front of house on busy days, light cleaning of space during all hands cleaning days, and other functions associated with the running of a public museum. This job description reflects essential functions but in no way proscribes or restricts the assignment of other tasks to this employee. This description may be changed and updated as management requires.

Education and Qualifications:

- Bachelor's degree is required.
- Five or more years of successful experience in major gift fundraising in a complex organization, preferably in a museum or comparable cultural institution.
- A track record of building long-term donor relationships and closing 5-7 figure gifts.
- Successful experience in identifying prospects and making cold calls.
- Superior communication skills, both oral and written, as well as excellent interpersonal skills.
- Ability to work cross-functionally with various internal and external constituents.
- Understanding of and dedication to the mission of the Glazer Children's Museum.
- Willingness to work evenings and weekends as needed.
- Demonstrated ability to think strategically and to achieve results in a fast-paced, team-oriented environment.
- Proficiency with donor databases, Google and Online project management tools, Microsoft Office Suite. Proven ability to learn new systems and software.

Other Requirements:

- *Travel* - will require occasional travel.
- Valid State Driver's License or alternate reliable transportation.

Supervision/Contacts:

- Receives supervision from Chief Executive Officer or his/her designee

Environment:

- Employee is subject to inside and occasional outside environmental conditions. Protection from weather conditions but not necessarily from temperature changes when inside or outside.
- Work schedule may include weekends, evenings, holidays.

Required Abilities and Skills

1. *Reading* - Ability to read and understand planning documents, background information, industry publications, and financial reports / budgets.
2. *Writing* - Ability to craft business letters, proposals, expositions, summaries, speeches, talking points, solicitations, training materials, and reports using proper format and conforming to rules of punctuation, grammar, diction and style. Must be able to craft written presentation decks.
3. *Speaking* - This position frequently communicates with various stakeholders and audiences to create and maintain relationships and to solicit gifts. Must be able to communicate with various audiences in an effective, persuasive, and clear way that follows conventions of spoken English.
4. *Reasoning Ability* - Position requires ability to logically define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of instructions; to plan work and develop procedures; to learn and/or evaluate information in order to make judgments and decisions.
5. *Math* – college level ability; to calculate variables, formulas, for budgetary planning; ability to read and manage budgets, evaluate metrics, and understand statistics.

Work Situations:

- *Communication* - The ability to relate to people in situations involving more than giving and receiving instructions. Requires communication for building relationships and negotiation.
- *Direction, Control and Planning* - Adaptable to accepting responsibility for the direction, control, or planning of an activity. The employee may be in a position to negotiate, organize, direct, formulate practices, or make final decisions.
- *Feelings or Ideas* - Adaptable to situations involving the interpretation of feelings or ideas in terms of personal viewpoint. The employee may be called upon to use creativity, self-expression, or imagination.
- *Influencing* - Adaptable to influencing people in their opinions, attitudes, or judgments. The employee may be in a position to motivate, convince, or negotiate.
- *Measurable or Verifiable Criteria* - Adaptable to making generalizations, judgments, or decisions based on measurable or verifiable criteria. The employee may make evaluations on the basis of data.
- *Performing Under Stress* - Adaptable to situations requiring the precise attainment of set limits, tolerances, or standards. The employee may need to be precise, thorough, exacting, or meticulous in regard to material worked; or in activities such as numerical determinations, record preparation, or inspecting.
- *Sensory or Judgmental Criteria* - Adaptable to making generalizations, judgments, or decisions based on sensory or judgmental criteria. The employee may rely on one or more of the five physical senses, or rely on knowledge gained by experience to make evaluations.
- *Set Limits, Tolerances, or Standards* - Adaptable to performing under stress when confronted with emergency, critical, unusual, and/or dangerous situations; or in

situations in which working speed and sustained attention are make or break aspects of the job.

- *Variety and Change* – Adaptable to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure. Several duties in a job that require significant differences in technologies, techniques, procedures, working conditions, physical demands, and/or situations constitute this factor.

Tools and Equipment Used:

- Regular use of desktop/laptop computer and phone
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I certify that I have reviewed and understand all of the requirements of performing this job and that I am capable of meeting each and every requirement, with or without reasonable accommodation. I understand that the essential and/or non-essential functions and the associated abilities, requirements and conditions outlined above describe the general nature and level of the work performed. I understand that they are not intended to and in no way represent an exhaustive listing of all tasks involved in performing the job. I understand that business necessity may dictate changes in the position requirements at any time. I understand that even though I may be able to perform the job, there are other requirements I must meet before being offered the job. I understand that I must perform all essential and non-essential functions in a manner that is not hazardous to myself or to others. I also understand that any employment relationship with this company is of an "at-will" nature, which means that if employed I will be free to resign at any time, and that the Company may terminate my employment at any time, with or without prior notice.

Employee Signature

Date