

Major Gift Officer, Foundations

The statements below reflect the general details considered necessary to describe the major responsibilities of the identified position and are not to be construed as a detailed description of all the work requirements that may be inherent in the job. An asterisk (*) indicates that this is an essential function of the job as outlined in the American with Disabilities Act.

Responsibilities:

The Major Gift Officer, Foundations, is responsible for developing relationships and executing strategies to secure donations from local, regional and national foundations to the National Underground Railroad Freedom Center (NURFC). This position requires an applicant with strong interpersonal skills and an advanced command of grant or essay writing. This position will identify, engage, cultivate, solicit, and steward current and prospective donors to advance the mission of the NURFC and assist donors in creating meaning in their lives through giving to the NURFC.

The Major Gift Officer, Foundations, represents the NURFC to current and prospective donors as part of an overall effort to strengthen donor relationships and encourage increased levels of financial support.

This position works as a member of a team responsible for every aspect of giving, including organization and implementation of the Annual End of Year appeal as well as at least two annual major gift (\$1,000+) campaigns. The team functions on a collaborative, donor-centered model devoted to growth and donor relations. Core duties and responsibilities include the following:

1. Develops ongoing relationships with major donors (\$5,000+) for the benefit of the NURFC
2. Manages a portfolio of 150 – 200 donors and prospects
3. Responsible for minimum annual fundraising goal for the current fiscal year as specified in performance standards, including both renewable gifts and new incremental revenue
4. Implements programs/activities to identify, cultivate, solicit, and steward local, regional and national foundations
5. Is proficient at clearly articulating NURFC programs, listening to donor's needs and aligning programs to their interests thus helping corporate donors strengthen their brand, marketing and employee engagements
6. Accountable for cultivating relationships with foundation donors personally and by supporting volunteer leaders in peer-to-peer outreach, if appropriate
7. Develops and executes ongoing strategy for qualifying suspects and moving them to prospect status using tools such as small cultivation events, research, and community networking, with a goal of 30% of the portfolio having been identified
8. Personally solicits assigned donor portfolio, including preparation of customized materials when needed.
9. Works collaboratively with other departments to create customized solicitation strategies matching the objectives of the organization and interests of the donor/prospect.
10. Updates donor records in NURFC database and Salesforce.com following donor contacts.
11. Assists in other philanthropy projects as assigned.
12. Carries out any additional assignments required to fulfill the Mission of the NURFC.

Key Performance Indicators:

Conducts a minimum of 15 in-person meetings per month with current and prospective donors. At minimum, five of these meetings will be solicitation meetings.

Reaches and exceeds annual revenue goals assigned by the Vice President, Philanthropy.

Qualifications:

Education: Bachelor's degree required; advanced degree is highly desirable.
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Experience: Minimum 3 years of major gifts leadership experience. Corporate and/or Business-to-Business sales leadership experience may be substituted for fundraising experience. Significant expertise with the area's funding community highly desirable. Progressive experience in successful development programs and knowledge of "best practices" in development.

Skills and Abilities: Ability to relate well and work effectively with multiple constituencies and audiences. Excellent verbal and written skills, including strict attention to detail. Strong multi-tasking and problem-solving skills. A team player committed to developing and working within a collaborative environment and to ensuring the highest customer service orientation. Ability to work in a fast-paced environment and perform under tight deadlines. Knowledge of office systems: MS-Office preferred and fundraising database systems (Raisers Edge).

Working Conditions:

Normal office environment with doing administrative tasks associated with position. Long periods sitting. Use of computer terminal. Occasional standing, bending and stooping. Ability to lift 35 pounds. Monday thru Friday, 8:30 a.m. – 5 p.m. Occasional weekends and evenings as necessary. Substantial local travel by automobile required.

Additional Information:

Position is full-time, exempt. 3 writing samples required for job application.

To apply for this position, please visit our jobs page at <http://www.cincymuseumgroup.org/>