Major Gifts Officer
Position Posting

POSITION PURPOSE
The Major Gifts Officer is responsible for cultivating and soliciting a portfolio of Major Gifts donors and prospects including managing benefit fulfillment and stewardship. The candidate will develop relationships, write solicitation letters, acknowledgements, and other donor correspondence as needed. They will engage in departmental administrative functions, including, but not limited to, database management, prospect management, and creation of Major Gifts procedures and protocols for a growing portfolio of donors. The candidate will be a strategic thinker who will focus on acquisition, including identifying new prospects, coordinating small cultivation events and special projects as needed. The ideal candidate will have excellent writing skills, great attention to detail, and be proactive. They should be able to function both independently and in close collaboration with the Membership Manager and Director of Advancement.

ESSENTIAL FUNCTIONS
• Delivers a work product that supports donor cultivation, stewardship, engagement and fundraising/friend-raising targets.
• Manage the annual fund including the planning and execution of two key campaigns at the end of the calendar and fiscal year in conjunction with the Membership Manager.
• Cultivate and steward annual giving donors with the goals of donor retention and creating a pipeline for leadership and major donors.
• Support the Database Specialist in building out reports for donor engagement.
• Design and support the execution of the development department’s major gifts strategy in conjunction with the Director of Advancement.
• Plan and execute special events for the premier members in collaboration with the Manager of Events and Special Programs.
• Be a passionate, visible and informed advocate for the Wadsworth, actively seeking opportunities to engage with the broader community. Attends all Development and membership events, including exhibition openings, donor benefit and cultivation events.
• Researching Major Gift donor prospects.
• Calling and emailing donors on a regular basis.
• Reporting on Major Gifts activities including budget forecasts, scorecards, and reconciliation on a monthly basis.
• Working collaboratively with the Director of Advancement, Leadership, and Board on fundraising prospects.
• Performs other tasks as needed and directed by the Director of Advancement.
REQUIRED KNOWLEDGE, SKILLS and ABILITIES

- 5+ years of relevant experience.
- Excellent written communication skills with a keen sense of attention to detail.
- Excellent verbal communications with an emphasis on persuasion and generating action.
- Advanced interpersonal and relationship building skills.
- Strong analytical and consensus-building skills for working in a collaborative environment that is mission-centered.
- Independence, critical thinking, thrives in working autonomously and thinking outside of the box.
- Experience in philanthropy, annual and major giving programs and strategies for arts and cultural institutions.
- Proven track record of successfully managing annual giving appeals.
- Understanding of moves management and familiarity with gift processing.
- Event planning experience is a plus.
- Demonstrated time management skills including multi-tasking.
- Knowledge of donor management software. Effectively utilize the Tessitura CRM database in line with position responsibilities.
- Ability to work under pressure; confidence in the ability to convey information to major internal and external players; flexibility.
- Adept at correspondence and other required materials in support of development activities.
- Well organized with a penchant for action.
- Must understand and respect the confidential nature of development work.
- Customer service orientation and mindset.
- Ability and willingness to travel and work flexible hours including evenings and weekends.
- Must be a creative thinker and recognize the impact of meaningful stewardship.

CRITICAL WORK RELATIONSHIPS AND WORKFLOW INTERDEPENDENCIES

- Director of Advancement
- Members of the development team
- All Museum Staff
- Board of Trustees Members
- Foundations and Corporations
- Donors

Salary range: $75,000-$80,000

WORK SCHEDULE

The work schedule generally is Monday through Friday, 9 a.m. to 5 p.m. However, hours outside of this general work schedule may be necessary to meet the requirements of this position, which could encompass evening hours and weekend work. The responsibilities and required interactions of this position are not conducive to remote work.

TO APPLY: Email your resume and cover letter to HR@TheWadsworth.org