

the Columbia Museum of ART

JOB DESCRIPTION

Title: Senior Development Officer

Reports To: Chief Development Officer

Purpose: To identify, qualify, cultivate, solicit, and steward major gift prospects and existing donors who have an annual estimated gift capacity rating of \$25,000 and above. Manage a portfolio of at least 100 major gift prospects and donors. Secure funding to meet annual fundraising goals.

Responsibilities: Execute solicitations of \$1,000 and above from major gift donors and prospects in support of annual operations, including sponsorships for exhibitions, programming, and fundraising events. Cultivate and steward relationships with assigned prospects and donors in an effort to deepen their commitment to the CMA. Secure new Premier Circle memberships, and renew, upgrade, and steward existing Premier Circle memberships.

Supervisory Duties: Supervise two to three full-time and part-time development staff.

Primary responsibilities include:

Fundraising (70%)

1. Secure a minimum of \$300,000 annually in gifts of \$1,000 and above from individuals and corporations, principally through Premier Circle and corporate memberships, annual fund gifts, and sponsorships.
2. Plan and execute a successful strategy to retain and upgrade the membership level of assigned Premier Circle members, and secure new Premier Circle members.
 - a) Assist in the effective and efficient recognition and appreciation for Premier Circle members to deepen their involvement.
 - b) Participate in executing donor cultivation and Premier Circle benefit events including exhibition openings, Off the Wall, Legacy Giving, Craft Award, and Evening with the Director.
3. Identify, research, cultivate, and solicit new major gift prospects.
4. Cultivate, solicit, and steward existing major gift donors and prospects through in-person visits, emails, events, and phone calls.
5. Ensure timely acknowledgement of all gifts from assigned prospects.
6. Participate in the planning and execution of annual fundraising events.
7. Attend museum events regularly to cultivate and steward new and existing members, prospects, and donors.
8. Keep abreast of best practices as well as local and national giving trends in fundraising.
9. Represent the CMA in a professional manner with an awareness of the need for diplomacy and confidentiality.

Administration (20%)

10. Timely recording of cultivation, solicitation, and stewardship interactions; pledges; and payments in the Altru database.
11. Successfully achieve annual revenue goals within proportional expenditures of the shared departmental expense budget.

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Staff supervision (10%)

12. Create annual goals, track periodic progress towards goals, and complete annual performance evaluations for supervised staff responsible for raising annual revenue.
13. Provide training and serve as a mentor to supervised development staff.

Job Type: This is a full-time, exempt position with frequent evening and weekend work hours as required.

Knowledge and Experience: Seven or more years of increasingly successful major gift fundraising experience. Intermediate to advanced knowledge of Microsoft Office programs. Non-profit and Blackbaud Altru experience a plus.

Skills and Abilities: Should have passion for the job and the museum, and be creative, innovative, agile, and flexible. Be a highly motivated team player who is enthusiastic and proactive, and who thrives in a fast-paced environment. Possess a strong ability to prioritize and follow-through. Able to work independently, anticipate needs, manage multiple tasks and assignments, meet deadlines, and travel locally to daily offsite appointments. Able to work collegially and partner across departments to achieve common objectives. Discretion, sound judgment, and high ethical standards are required. Engaging communicator. Employee dress should be neat in appearance and consistent with a business-like atmosphere, keeping in mind the impression made on visitors, donors, board members, committee members, and other employees. Professional attire for all employees is expected.

Qualified candidates should submit their resume and a cover letter via email to Jeanna P. Dixon-McCray, Executive Services Administrator, at jdixon-mccray@columbiamuseum.org by September 1, 2020.