**Job Description: Senior Development Officer**

**Objective:**
- The Senior Development Officer is responsible for securing major gifts (defined as $10,000 and more) in support of institutional priorities, from constituents including individuals, foundations, and corporations.
- Effectively manages a pool of 50 to 75 qualified prospects.
- Initiates and carries out effective fundraising activities that generate operational and restricted financial support for the institution.

**Level of Responsibility:**
- **Reports to:** Director of Development

**Job Duties:**
- Identifies, cultivates, and solicits prospects for the support of institutional objectives.
- Identifies and manages a pool of 50 to 75 active major gift prospects.
- Establishes sound practices to identify and cultivate new individuals on behalf of the institution.
- Develops and employs a variety of personalized cultivation strategies.
- Solicits major gifts from individuals, foundations, and corporations.
- Assists in establishing and expanding the Center’s Planned Gift activities and prospect cultivation program.
- With others in the Development Department, provides assistance with Annual Fund, Membership, Special Events, and all other programs essential to the Center’s fundraising success.
- Assists in developing and carrying out cultivation and stewardship programs.
- Participates in activities to identify prospects, establish individual strategies, and create a giving environment for Center prospects and donors.
- May travel extensively to accomplish assigned activities.
- Involves the Director of Development and/or others as appropriate in the process of cultivating and soliciting major gifts.
- Prepares, distributes, and maintains donor visit reports and interactions.
- Represents the Center in a personal and professional manner to enhance the Center’s reputation in all matters related to the Center.
- Performs additional duties as assigned by the Director of Development.

**Standards of Performance:**
- Successfully carry out the functions outlined above in an efficient, timely, and professional manner.

**Qualifications:**
- B.A. or B.S. degree is a minimum requirement; extensive experience may supplement or supersede this requirement.
- Strong goal-orientation and ability to achieve results in a fast-paced team environment, with limited daily direction and oversight. Must show high productivity in an organization with many priorities.
- Preferred experience in a capital campaign of $25 million or more.
• Three to five years of face-to-face fundraising experience including donor management, cultivation, strategy development and personal solicitations.
• Has a demonstrable record of successfully soliciting gifts.
• Able to understand and enthusiastically articulate the goals and vision of a complex, multi-disciplined museum.
• Proven ability to prioritize prospects, projects, time, and interests with ease.
• Creative problem solver with experience using a wide range of resources to accomplish complicated tasks and goals.
• Understands the concept of relationship management and is able to apply the concept to his/her work.
• Articulate speaker and writer.
• Personable and poised, with an ability to work with a variety of personalities, backgrounds, experiences, and expectations.
• Projects a professional image.
• Must have and use active listening skills and apply them to the activities of fundraising.
• Has experience using fundraising software and understands its value to the fundraising process. Experience with Raiser’s Edge is preferred.
• Preference given to candidates with fundraising experience with high wealth individuals within the greater Rocky Mountain region.
• Works well with a variety of people in a variety of environments to represent the Center to various constituencies.
• Willing and able to travel extensively, possibly 30 to 40 percent of work time.

Classification:
The position of Senior Development Officer is an exempt position and is not eligible for overtime. Extensive evening and weekend work may be required.