

## **Job Description: Gifts Officer**

### **Objective:**

- The Gifts Officer is a fundraising generalist responsible for direct communication with Center donors and members to secure gifts in support of institutional priorities. Prospects will be primarily individuals but may include foundations and corporations.
- Effectively build and manage an active pool of 100-150 qualified prospects who can and will make annual and/or special project gifts.
- Initiate and carry out effective fundraising activities that generate operational and restricted financial support for the institution.

### **Level of Responsibility:**

- Reports to: Director of Development

### **Job Duties:**

- **Conduct discovery/qualification calls and visits to assess prospect interest and gift capacity.** When appropriate, utilize the discovery/qualification calls and visits to solicit gifts for operations or special projects. Properly record all contacts in the development database.
- Use known or learned information to build and manage an active portfolio of 100-150 donor prospects with the ability to make regular four-figure or higher gifts to the Center.
- Create cultivation plans and strategies for prospects to develop priorities and reach solicitation. Ensure all prospects are properly cultivated and the associated plans, strategies and activity are entered and maintained in the development database.
- Prioritize prospects based on potential (commitment and capacity) and develop timelines to effectively manage all prospects and their solicitations. Ensure individual prospect plans, strategies and information are regularly updated in the development database.
- Establish and track gift projections for managed prospects individually and as a whole. Ensure projections are recorded and regularly updated in the development database.
- Collaborate with appropriate Center staff and volunteers to develop and execute solicitation strategies with specific cultivation, solicitation and stewardship moves designed to maximize gift potential. Ensure moves and other activity, including those facilitated by other Center staff and volunteers, are recorded in the development database.
- Meet or exceed qualified move and solicitation expectations.
- Collaboratively develop a system with the Development Director to pass prospects with lead or principal gift potential to the appropriate team members. Also, when in the best interest of the donor and Center to work with another team member, facilitate passing prospects to colleagues.
- Interact with Center board members, volunteers and staff as needed and appropriate to ensure effective creation and execution of solicitation strategies. Properly record all board member, volunteer and staff contacts with prospects in the development database.
- Serve as a member of the development team, reporting regularly on activity and progress. Attend meetings as appropriate and collaborate with colleagues to ensure achievement of overall goals and objectives for the Center.
- Support all development activities through the cultivation and management of donor prospects, including Annual Fund, Membership, Special Events and all other fundraising activities.

- As appropriate, assist all development staff in establishing individual prospect strategies, and creating a giving environment for all prospects and donors.
- Support efforts to encourage volunteer leadership and Center staff in the fundraising activities and priorities of the Center. Involve the Development Director, Executive Director, Volunteers and others in the process of cultivating and soliciting gifts.
- Represent the Center in a professional and personal manner to enhance the Center's reputation in all matters related to the Center.
- Undertake constant interaction with donors and prospects (some known, some not known). This position entails making hundreds of phone calls, extending invitations to visit the Center, traveling to see donors, and finding ways to connect on an individual level with donors. It is an out-the-door fundraising position with expectations of continual communication with donors and prospects. The most important responsibility is effective direct communication with donors and prospects leading to solicitation for operations and/or projects. Recording these contacts is essential in this position.
- Extensive travel is necessary to accomplish assigned responsibilities.
- Extensive individual face-to-face time with donors and prospects is necessary.
- Additional duties may be assigned.

**Standards of Performance:**

- Successfully carry out the functions outlined above in a professional, efficient, and timely manner.

**Qualifications:**

- B.A. or B.S. degree is a minimum requirement, though relevant experience may supplement or supersede this requirement.
- Strong interpersonal relationship skills are essential.
- Excellent verbal and written communication skills are also essential.
- Requires strong goal orientation and ability to achieve results in a fast-paced team environment, with limited daily direction and oversight. Must show high systematic productivity in an organization with many priorities.
- Must be able to understand and enthusiastically articulate the goals and vision of a complex, multi-disciplined museum.
- Ability to prioritize institutional needs when communicating with donors is essential.
- Three to five years of face-to-face fundraising or sales experience including donor/client management, cultivation, successful solicitation and strategy development is desirable.
- Proven ability to prioritize prospects, projects, time and interests with ease.
- Understand the concept of relationship management and apply it to work outcomes.
- Must have and use active listening skills and apply them to the activities of fundraising. Articulate speaker and writer. Listening rather than talking is essential.
- Personable and poised, with an ability to work with many personalities, backgrounds, experiences and expectations. Work well with people in a variety of environments to represent the Center to various constituencies. Must project a professional image.
- Willing and able to travel extensively and meet with and call people continually.

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