



MAJOR GIFTS OFFICER FULL TIME, REGULAR POSITION

The Springfield Museums, New England's premier multi-museum cultural complex, seeks a highly creative and talented Major Gifts Officer (MGO) to join our team. This is a full-time position which reports to the Director of Development. The successful candidate will be responsible for building and managing a portfolio of individual major gifts prospects in a fast-paced environment. The MGO is a front-line fundraiser working closely with curators, high level volunteers and senior level museum management to identify, qualify, cultivate, solicit and steward individual donors in support of the Museums' ambitious operating and campaign goals.

The Major Gifts Officer will focus on providing strategic leadership in cultivating and soliciting individual donors to grow unrestricted support for the Museums, while promoting opportunities for targeted funding of particular exhibitions, programs, and initiatives. The individual in this role will be responsible for the identification, cultivation, solicitation, and stewardship of donors and prospects capable of making annual gifts of \$5,000 or more, as well as re-engaging lapsed donors. The Major Gifts Officer will also work closely with the Development team on major capital gifts and naming opportunities.

The successful individual in this role has talent in identifying and cultivating new donors, strong interpersonal and organizational skills, excellent written and oral communication skills and the ability to work cross-functionally with various departments to build strategic solicitation fundraising plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Major Gifts

- Develop and manage the Springfield Museums' major gifts strategy, and update or recommend new components to Museums' major gifts program
- Responsible for cultivating new major gifts prospects and building and managing a portfolio of at least seventy-five plus major donors and prospects giving \$5,000 or more annually. Develop appropriate stewardship and solicitation strategies for a target group of donors, including existing donors not yet giving at this capacity
- Continually recommend short- and long-term fundraising plans and develop goals for the growth of major gifts support, along with specific plans and strategies to achieve the goals
- Work closely with the Director of Development to manage prospecting, cultivation, solicitation, and stewardship of legacy giving prospects and donors
- Prepare and position the President and Board of Trustees and/or high-level volunteers for successful solicitation meetings and calls with major donors
- Track and document major gifts prospecting, fundraising, and commitment activity with an eye toward continual growth and improvement, including monitoring major gifts program ROI and retention rates and developing tracking reports as needed using the donor database (Altru)

- Collaborate with Development team members and internal partners to create written proposals and reports, correspondence, and fundraising materials to support major solicitations and funder appeals, including capital gifts and naming opportunities
- Integrate the major gifts program with other fundraising goals and strategic initiatives of the Development Department

Stewardship

- Steward, support, and communicate with major donors to maintain and upgrade their support
- Work closely with the Director of Development to ensure appropriate donor recognition
- Design and coordinate stewardship and cultivation activities for major donors and prospects
- Other Responsibilities
- Represent the Springfield Museums at museum events, including exhibition openings, donor benefit, cultivation, and fundraising events
- Represent the Springfield Museums in the cultural, philanthropic and arts communities
- Participate in coordination and management of the Springfield Museums' travel program
- Build knowledge of museum programs and strategic priorities to communicate with Trustees, donors, prospects, partners, and others

MINIMUM QUALIFICATIONS

- Bachelor of Arts or Museum Studies degree
- Minimum three years Development experience; major gifts experience essential and campaign experience strongly preferred
- Experience in arts or nonprofit management a plus
- Exceptional communication skills; articulate with proven ability to write effectively and speak persuasively
- Gifted relationship-builder, with the skills and agility to build strong rapport with philanthropists of diverse backgrounds
- Proven track record of working effectively with volunteer leaders, including boards of directors
- Demonstrated experience with project and budget management preferred
- Commitment to the mission and core values of the Springfield Museums

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong planning, strategic, and organizational skills to effectively coordinate and prioritize workload
- High proficiency in Microsoft Office
- Familiarity with Altru or similar donor databases
- Knowledge of prospect research processes and tools
- Proficiency to manage multiple deadlines and work with diverse groups cross-organizationally in a collaborative manner; experience with project management tools is a plus
- Ability to handle confidential and sensitive information
- Availability to work occasional evenings and weekend and to travel when needed

BENEFITS

- Healthcare: medical, dental, vision
- 100 % employer paid Short Term Disability Insurance
- Long Term Disability Insurance
- Term and Voluntary Life Insurance
- Flexible Spending Account (FSA)
- Generous paid time off
- Retirement plan 401(k)
- Free parking
- Family Membership to the Springfield Museums
- Generous discounts for Museum School courses
- Museum Store discount

Interested candidates should submit their letter of application by Friday, February 4, 2022 to:
eczupryna@springfieldmuseums.org.

The Springfield Museums are an equal opportunity employer. We are committed to diversity and building an inclusive environment for people of all backgrounds and ages. All qualified candidates will be considered without regard to race, sex, sexual orientation, gender identity, religion, disability status or any other protected area. We especially encourage members of traditionally underrepresented communities to apply.

The Springfield Museums are closely following the guidelines set by the CDC and Massachusetts regarding COVID-19, and we are requiring that everyone on-site wear masks when indoors and adhere to social distancing rules.