



## **Major Gifts Officer**

### **Overview**

The Museum of the American Revolution, which opened April of this year just steps away from Independence Mall, explores the full story of the American Revolution using its distinguished collection of objects, artifacts, artwork, and manuscripts. Permanent and special exhibition galleries, theaters, and large-scale tableaux bring to life the original “greatest generation,” and engage people in the history and continuing relevance of the American Revolution.

The Museum is currently raising funds to capstone its oversubscribed \$150 million capital campaign, set to conclude at year-end 2017. Working together with the Vice President of Advancement and the Museum’s CEO, the Major Gifts Officer will function as a visible frontline fundraiser to secure gifts of \$25,000 and above during the Museum’s first full year of operation and beyond. The ideal candidate will have a track record of closing major-level gifts ideally within a museum, arts, or higher education environment.

### **Position Description**

The Major Gifts Officer raises funds for the organization by managing a portfolio of assigned, qualified donors assuring that as many as possible are retained as continuing donors to the organization and are upgraded in their giving and involvement. This position reports to the Vice President of Development.

### **Primary Responsibilities**

- Qualify a portfolio of approximately 150 donor prospects
- Create individual goals for each donor prospect in the portfolio based on their history of giving and the organization's knowledge of their potential
- Create a plan for each donor that will serve as a foundational communication and marketing plan for each person in the portfolio. Will faithfully and on a timely basis execute that plan so individuals in the portfolio are retained and upgraded
- Proactively build relationships with new sources of support while deepening relationships with existing donors and members to further their loyalty and encourage higher levels of support and involvement
- Work with other Museum staff to secure appropriate project information, including budgets, and create offers, proposals and asks that will be used with donor prospects in the portfolio to secure gifts

- Create monthly reports as required by management that accurately reflect caseload activity and performance
- Ensure maintenance of in-depth information on portfolio donors in Raiser's Edge database
- Recommend and participate in special events and recognition activities for donor, prospects, and committee volunteers
- Serve as an effective spokesperson and representative for the Museum of the American Revolution
- Maintain best fundraising practices, including achieving weekly, monthly, and annual contact goals
- Perform other major donor activities as may be required.

### **Education**

- Bachelor's degree required, with fundraising training and certifications desirable

### **Experience/Skills**

- Proven ability to independently close major gifts of \$25,000 and above demonstrated through recent experience as a donor-facing calling officer
- Strong organization skills and demonstrated experience in project management
- Excellent written and verbal communication skills; strong interpersonal and teamwork skills
- Demonstrated ability to take initiative, work independently, and effectively solve problems
- Discretion with sensitive information.
- Experienced user of The Raiser's Edge or comparable fundraising software as well as Microsoft Word, Excel and other reporting tools
- Personal interest in M\*AR's mission
- Collegial and collaborative style and ability to thrive in a team-oriented environment
- Willingness to travel

The Museum of the American Revolution ([www.AmRevMuseum.org](http://www.AmRevMuseum.org)) is an Equal Opportunity Employer.

To apply, please send a cover letter, resume and three professional references to [employment@amrevmuseum.org](mailto:employment@amrevmuseum.org)