

**COLUMBIA MUSEUM OF ART
JOB DESCRIPTION**

Title: Development Specialist

Reports to: Chief Development Officer (CDO)

Purpose: To identify and qualify new donor and Premier Circle member prospects; to cultivate, solicit and steward assigned prospects; and assist the development and membership departments with programming, administrative tasks, and reporting.

Responsibilities: Identify, cultivate, and solicit donor/member prospects and steward donors by engaging them face-to-face, by phone, or in writing. Fundraising areas include annual giving, exhibition and programming sponsorships, Premier Circle memberships, and annual fundraising events sponsorships. Utilize best practices in data mining, wealth screening, and prospect research to create lead generation and qualify prospects for themselves and the team. Maintain a portfolio of at least 50 active prospects and raise a minimum of \$100,000 annually.

Primary Responsibilities include but are not limited to:

Identifying and qualifying prospects (35%)

- Through data mining, prospect research, and wealth screening, identify new donor and Premier Circle member prospects with annual giving capacities of \$500 and above.
- Through face-to-face introductory visits, qualify identified prospects and submit to the CDO and Senior Manager of Individual Giving a cultivation and solicitation plan for each new prospect as well as current donors and members and with annual giving capacities of \$5,000 and above.

Cultivating, soliciting, and stewarding prospects and donors (35%)

- Develop, cultivate, solicit, and steward a pipeline of at least 50 new prospects with an annual giving capacity between \$500-\$5,000.
- Develop a list of members and donors who have the potential to increase their annual giving and/or membership levels.
- Assist with the conceptualization, planning, and/or execution of development fundraising, cultivation, and stewardship events.
- Meet or exceed annual revenue fundraising goal of \$100,000.
- Enter all interactions, pledges, payments, biographical information, and notes related to prospects and donors into the Altru database in a timely manner.

Assisting programming, administration, budgeting, reporting (30%)

- Maintain and create records of donations to ensure that donors receive proper recognition and documentation for their gifts including gift acknowledgment and stewardship letters.
- Responsible for effective prospect tracking, record keeping, and administrative tasks aligned with metrics and reporting.
- Draft correspondence to prospects and donors.
- Utilize annually allocated expenses within budget.
- Assist with tasks associated with openings, fundraisers, donor receptions, and other special events as assigned.
- Regularly attend CMA staff meetings as required, including bi-monthly all-staff and supervisor meetings and weekly team meetings.
- Attend conferences, networking events, and other activities as approved by the CDO.

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Job Type: This is a full-time, non-exempt position.

Knowledge and Experience: A bachelor's degree from an accredited college or university and two to three years of full-time development experience is preferred. Must have a professional appearance, excellent customer service skills, and enjoy working with all people. Experience in successfully executing solicitations, identifying and qualifying prospects, prospect research, and prospect management is desired. Proven skills as an effective team player. This position requires a flexible weekly work schedule to include some evenings and occasional weekends.

Skills and Abilities: Must have a passion for fundraising and the museum's mission and be creative, innovative, agile, and flexible. Be a positive employee and an advocate for the museum, interacting courteously and respectfully with others, internally and externally. Strong verbal and written communication skills required. A highly motivated team player who is sociable and proactive, and who thrives in a fast-paced work environment. Possesses a strong sense of urgency, priority, and follow-through. Can work independently, anticipate needs, and manage multiple tasks and assignments simultaneously. Ability to work collegially with other staff and partner across departments to achieve common objectives. Discretion and sound judgment are required. Maintains the highest professional and ethical standards.