the Columbia Museum of ART

JOB DESCRIPTION

Title: Senior Development Officer

Reports To: Chief Development Officer

Purpose: Identify, qualify, cultivate, solicit, and steward existing donors, members, and prospective individual and corporate donors and members who have an annual estimated gift capacity rating of $5,000-$100,000. Manage a dynamic portfolio of approximately 125 donors and prospects. Secure funding to meet individual and team comprehensive annual fundraising goals.

Responsibilities: Cultivate and steward relationships with current Premier Circle members to renew, increase giving levels, and to deepen their commitment with the CMA. Identify and secure new Premier Circle members. Strategize and implement solicitations from current and prospective donors for gifts ranging from $500 to $100,000. Solicit prospects for planned and endowment gifts. Recognize and embrace CMA Experience Promises, Core Values, and Diversity, Equity, Access, and Inclusion (DEAI) practices.

Scope of Work:

1. Manage and steward a portfolio of at least 125 donors and prospects.
    a) secure gifts of $500 to $100,000 from individuals and corporations, principally through Premier Circle and corporate memberships, annual fund gifts, and sponsorships.
2. Plan and execute a successful strategy to retain and increase Corporate giving.
    a) Meet with existing and potential corporate funders and make solicitations.
    b) Ensure timely follow-up on all sponsorship gifts to provide recognition, thanks, and documentation/reporting to sponsors.
    c) Design engagement opportunities for corporate donors.
    d) Identify, research, and qualify prospective corporate funders.
3. Prospect Cultivation
    a) Identify, research, and cultivate new major gift prospects.
    b) Solicit new and steward current sponsors of CMA signature and Special Events.
    c) Assist with the strategy to increase current donor giving levels.
    d) Attend museum events regularly to meet new members, prospects, and donors.
    e) Represent the CMA in a professional manner with an awareness of the need for diplomacy and confidentiality.
4. Building Pipelines
    a) Champion the museum as a welcoming place by serving as a positive museum representative through participation with programs, event and publicity marketing and networking activities.
    b) Aggressively build networks in multiple business and social circles to cultivate new contacts, donors, and members.
5. Administration
    a) Actively participate in the development and record keeping in Altru, a donor and prospect management system.
    b) Understand and successfully attain all assigned individual fundraising goals.
    c) Manage cultivation and stewardship expenses within the departmental budget.

d) Support activities of the CMA development team as needed.
e) Keep abreast of fundraising best practices and local and national giving trends.
f) Participate in professional groups, conferences, resources, boards, and related professional development opportunities.

Job Type: This is a full-time, exempt position. Supervisory duties as assigned. Flexible monthly evening and weekend work hours are required.

Requirements:

- BA in public relations, business, communications, or a related field required
- 7+ years of increasingly applied development experience
- 3+ years of growth in management level experience
- Strategically think, plan, and convey information to support and inform the objectives and direction of the institution. Demonstrated experience developing, communicating, and managing department projects, staff, budgets, timelines, and goals.
- Effectively navigate through the complexity of key issues, challenges, and opportunities to affect actions; guide staff to proactively build and align stakeholders, capabilities, and resources to achieve institutional objectives.
- Proactively model the importance of timely collegial interaction, personal accountability, maturity, professionalism, communication, and exchange across disciplinary boundaries.
- Proven ability to work with a wide variety of people.
- Be self-directed and motivated.
- Demonstrate strong written and oral communication skills with a mastery of English language and the ability to plan and deliver oral and written communications that clearly inform their intended audiences.
- Effective use or have the aptitude to learn and effectively use required software including Altru, Microsoft Office Suite, and PowerPoint.

Contact:
The Columbia Museum of Art is an Equal Opportunity Employer, committed to diversity, accessibility, equity, and inclusion. Confidential inquiries, applications, and recommendations are welcome. Please email cover letter and resume to Mrs. Jeanna Dixon-McCray, at JDixon-McCray@columbiamuseum.org with “Senior Development Officer” in the subject line.

Salary Range: Commensurate with experience