Major Gifts Officer

Description:
Reporting to and in partnership with the chief development officer, the Major Gifts Officer will design, develop and implement our major gift program. You’ll be responsible for managing and cultivating relationships with existing major gift prospects, as well as identifying new prospects. An ability to build trust with donors and clearly communicate the NLM’s mission is key. You’ll be expected to energize team members, convey your passion to prospects, and persevere to close new gifts.

Reports to:
Chief Development Officer (CDO)

Hours:
Full time, 40 hours a week. Monday–Friday
Occasional weekends and some evenings throughout the year. Networking at relevant events is a key element of the role.

Duties & Responsibilities:

- Develop and steward a network of individual donors capable of making significant charitable commitments to the Museum (typically $10k and higher).
- Develop and implement engagement strategies for all portfolio donors.
- Routinely review engagement strategies with CDO
- Creatively and strategically cultivate relationships with your network of donors.
- Collaborate with CDO, CEO, Board members, and major donors in developing and implementing engagement and solicitation strategies.
- Draft and present proposals for one-time and multi-year commitments.
- Consistently solicit, in-person, one-time and multi-year commitments. Align solicitations with annual, campaign, and strategic objectives.
- Closely monitor and report on cultivation and gift closings.
- Track all donor interactions in relationship management software (Altru).
- Provide a monthly report to the CDO summarizing the portfolio status, previous and upcoming engagements, outstanding proposals, gifts received and renewal rates.
- Provide friendly, donor-centered customer service and represent the NLM and our mission in a professional and positive manner.
- Participate with in planning and fund raising for our annual Glass Auction Gala
Qualifications:

- Must have a bachelor’s degree, with 5 or more years of relatable experience
- Proficiency in Office 365
- Experience with Blackbaud systems, specifically Altru preferred
- Ability to work both independently and as a member of a team in a fast-paced, deadline-driven environment
- Ability to handle multiple projects simultaneously
- Persuasive communication with excellent presentation and listening skills; ability to articulate the NLM vision to a variety of audiences
- Ability to apply high level critical thinking and creative analytical skills in problem solving; develop and articulate solutions to a variety of situations
- Work independently employing wisdom, reason, insight and perception to activities
- Adaptable and flexible in a high-performance culture
- High degree of professionalism that requires the use of courtesy, tact, discretion and integrity
- Excellent written and verbal communication skills
- Understanding of the Philadelphia Cultural Community preferred

Physical Demands:
The work environment and physical demands and characteristics are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions:

- Physical Demands: Requires some physical activity including sitting/standing, limited lifting and carrying (up to 20 lbs.), up/down stairs
- Work Environment: Work is typically performed in an indoor environment, in museum offices or on museum floor
- Equipment: General office equipment, projector, Smart Board, two-way radio

Work Environment/ Office Culture:
NLM is a small team, where employees must be adaptable. You will be expected to interact and work with many different departments, and foster relationships with outside groups for events.

To Apply:
The National Liberty Museum is an Equal Opportunity Employer seeking a diverse workforce. The NLM provides an excellent compensation package. The benefits package includes medical, dental, life & long-term and short-term disability insurance, a voluntary 401(k) program with employer match, paid time off, and an employee assistance plan for transit and dependent care.

We are now interviewing and will continue to do so until we find the ideal candidate. Interested applicants are asked to please forward your 1) resume, and 2) cover letter for immediate consideration to development@libertymuseum.org.

We regret we may not be able to respond to all applications. No phone calls, please.