

# Individual Giving Officer

## Description:

The Individual Giving fundraiser will identify, engage, cultivate, solicit, and steward current and prospective individual donors. They will be responsible for meeting a six-figure annual revenue target by working with an assigned portfolio of donors and prospects. The ideal candidate will be a high-energy self-starter who combines fundraising experience with knowledge of the Philadelphia community, as well as the larger philanthropic and corporate sectors. The candidate must be passionate about the NLM's mission and an outstanding team player who works effectively with various constituencies both internally and externally.

## Reports to:

Chief Development Officer

## Hours:

Full-Time 40 Hours a Week  
Occasional Weekends, Holidays and Evenings required

## Duties & Responsibilities:

- Responsible for annual six-figure fundraising goal, including both renewable gifts and new incremental revenue.
- Identifies, cultivates, solicits, and stewards donors at the \$10,000 level and higher.
- Manages and grows a portfolio of donors and prospects.
- Participates in all aspects of the gift cycle:
  - Initiates contacts with potential leadership and individual donors.
  - Develops appropriate cultivation strategies for them.
  - Moves potential donors in an appropriate and timely fashion toward solicitation and closure.
  - Makes solicitations when appropriate.
  - Maintains stewardship contacts with donors.
- Collaborates and strategizes with Chief Development Officer and CEO on approaches to prospects and donors, including next steps along the giving continuum.
- Participates in all Museum fundraising and program events, cultivating new and current donors.
- Is actively out in the community and networks to grow Museum's prospects and donors at all kinds of appropriate events.

- Works collaboratively with and in support of the Board, and the Museum's Development, Education, and other staff, to create customized solicitation strategies benefiting the Museum and aligned with the interests of the donor/prospect.
- Utilizes Altru database to accurately track all communications and "touches" with prospects and donors. Works with Museum staff to generate lists and reports as needed, including a monthly pipeline report, and updating contributions forecasts throughout the year.
- Identifies potential planned giving prospects from among donors and solicits those prospects.

### **Qualifications:**

The ideal candidate will be an experienced development professional with a proven track record of fundraising success and significant experience in individual giving. Qualifications include:

- Bachelor's degree required, Master's degree in relevant field preferred.
- 8-10 years of relevant experience.
- Self-starter who can work independently and collaborate with colleagues and volunteer leadership.
- Confident and effective relationship builder who enjoys meeting with new and existing supporters.
- Familiarity with the Philadelphia community and philanthropy
- Outstanding written and oral communication skills.
- Flexibility with schedule (occasional morning, evening and weekends).
- Proficiency in Altru and Microsoft Office.
- Able to enthusiastically support and promote the NLM's mission and values.

### **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 50 lbs.), up/downstairs
- 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:**

We are proud of our museum family and work each day to create an atmosphere where everyone can contribute their ideas, energy and enthusiasm for the important services we provide to the public. We

emphasize working together as a team which is cooperative and supportive of each other, with open communication always.

Our management team is committed to providing an atmosphere of trust and open communication and to listen to and answer any staff questions or concerns. We believe in giving each staff person opportunities to grow and will always promote from within and where possible.

### **To Apply:**

The National Liberty Museum is an Equal Opportunity Employer seeking a diverse workforce.

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 [jobs@libertymuseum.org](mailto:jobs@libertymuseum.org).

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