

An Equal Opportunity Employer

<b>Major Giving Officer</b>	
<b>Primary Purpose:</b>	Responsible for overseeing the Museum's individual Major Donor program and soliciting gifts of \$3,000 and higher from individuals. Represent the Chrysler Museum's mission and programs while supporting the interests of donors, with the purpose of developing and managing relationships to increase their financial commitments to and their affinity with the organization.
<b>Essential Functions:</b>	<ul style="list-style-type: none"> <li>• Successfully manage a portfolio of current Masterpiece Society donors (200+) and build donor relationships with assigned individuals.</li> <li>• Continually build a portfolio of prospective major donors.</li> <li>• In collaboration with the Director of Development, identify, cultivate, and solicit individual prospects.</li> <li>• Develop individualized cultivation and solicitation strategies for donors and prospects.</li> <li>• Secure annual upper level memberships, and funding to support specific projects, programs and other initiatives as defined.</li> <li>• Support and assist the Director of Development and the Director in scheduling and strategic relationship building.</li> <li>• In collaboration with the Director of Development and support staff, oversee all solicitation, renewal, and lapsed mailings for Major Donors.</li> <li>• Serve as staff liaison to the Masterpiece Society Steering Committee.</li> <li>• Plan and implement key fundraising, cultivation, and stewardship special events, programs, and initiatives designed to achieve Development goals, improve retention rates, upgrade existing donors, and acquire new major donors.</li> <li>• Work with key Museum staff and constituents to identify event speakers and sponsors.</li> <li>• Work collaboratively with and in support of volunteer leadership and affinity groups.</li> <li>• Regularly analyze monthly Development revenue results, comparing them to established goals.</li> <li>• Assist in the development of goals and strategies for the Development department to increase contributed income.</li> <li>• Coordinate Endowment Reports.</li> <li>• Assist with annual Budget projections.</li> <li>• Support Director of Development with other duties as assigned to advance the mission and programs of the Chrysler Museum.</li> </ul>

<p><b>Required Education/Experience:</b></p>	<ul style="list-style-type: none"> <li>• BA/BS or equivalent related work experience.</li> <li>• A minimum of 5 years of successful non-profit fundraising experience, or directly relevant experience.</li> <li>• Must be highly organized and detail-oriented, with outstanding verbal and written communication skills, and a strong work ethic.</li> <li>• Must demonstrate a professional manner and the ability to work independently.</li> <li>• Must be able to handle complex situations with tact and pose, appropriately representing the Chrysler Museum in the community.</li> <li>• Must be able to understand the needs and interests of leadership and major donors, and how to develop and deepen donor relationships with the Chrysler Museum.</li> <li>• Must be able to articulate the case for support so that individuals "buy in" to the vision/mission/goals of upper level membership and support for special projects, with sufficient effectiveness to secure gifts at targeted giving levels.</li> <li>• Must have strong relationship-building skills, able to interface with trustees, curatorial staff, partners, contracted vendors.</li> <li>• Must be able to work under pressure, quickly and efficiently with time-sensitive material, while balancing multiple and changing priorities.</li> <li>• Must be able to maintain absolute confidentiality.</li> <li>• Must adhere to the highest ethical standards.</li> <li>• Must have strong computer skills, including MS Office.</li> </ul> <p>Non-profit development experience strongly preferred.  Donor management/CRM software proficiency and experience preferred;  Altru or Raiser's Edge experience strongly preferred.</p>
<p><b>Working Conditions:</b></p>	<p>This position will work in a busy environment, subject to frequent interruptions, and will interface regularly with the public. Evening and weekend hours will be required.</p>
<p><b>Physical Requirements:</b></p>	<p>Must be able to lift and carry file boxes and other awkward items weighing up to 25 lbs., including up and down stairs. Requires intermittent standing, walking, sitting, squatting, stretching, and bending throughout the workday. Must be able to see and hear well, or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.</p>