Job Description

Title: Director of Major Giving

Division: Administration

Position Reports to: Director & CEO

Date Revised: December 2021

I. General Summary

The Director of Major Giving advances the mission and vision of Plains Art Museum by working collaboratively with the Director & CEO on cultivating major gifts, ensuring successful mission delivery and expansion. This position plays a leadership role in building and maintaining relationships encompassed by a portfolio of generous Museum and community supporters using best practices for increasing generosity. The position also plays a leadership role in building support for a visionary potential capital and comprehensive campaign which would usher in an expanded and revitalized campus, and additional programmatic and endowment support to grow the Museum and the community.

II. Principle Duties and Responsibilities

Executive

- Develop and cultivate a portfolio of several high capacity Museum and community supporters
- Adhere to best practices within the major giving cultivation cycle to secure generous gifts to the Museum, focusing primarily on support from the local and regional community
- Work with the Director & CEO and Development staff to connect supporters with current giving opportunities and future vision of the Museum
- Establish meetings for the Museum’s Director & CEO to ensure his engagement with the community of supporters
- Work with Development staff to create strategies to streamline giving opportunities and to inspire lower level members and donors to become major givers
- Work with Development staff to further develop efforts to create a planned giving society for the Museum
- Have direct communication with the Museum’s Board of Directors through periodic participation in Board meetings and via individual meetings and regular communication
- Create and deliver presentations for support
- Play a key role working with the Director & CEO, and potential outside consult, to solidify the case statement and materials for a comprehensive campaign
- Serve as a liaison to the Museum’s Capital Campaign Committee and potentially other Development Committees
- Provide confidential support and active presence by being an integral part of the executive management team
- Lead the development of the Museum’s major giving circle and associated events
- Work with Development staff and Director & CEO on upper-level sponsorship for existing fundraising events like our annual Spring Gala
- Attend Museum and external functions, meetings, and serve on internal/external committees as a Museum representative as needed
- Coordinate and prepare development mailings and personal correspondence as related to major gift cultivation
- Work with Development and Communications Manager to ensure effective Customer Relationship Management (Bloomerang) software management
- Other duties as assigned or identified

III. Background

Supervision – This position does not include any direct supervisory responsibilities.
Confidentiality – This position requires a high ethical standard of integrity and confidentiality since the job incumbent will have access to sensitive information regarding donors, members, board members, staff, as well as the greater community.

Mental Application – This position requires extensive working knowledge of the Museum and its operations. This position requires excellent problem-solving skills and analytical skills, flexibility, creative thinking, and anticipation of circumstances in order to meet responsibilities. Ability to adhere to guidelines and policies.

Responsibilities – This position carries the responsibility of providing administrative support to the Museum’s executive management team, facilitating board communications, and supporting campaign activities.

Contacts-Internal and Public – Internal contacts are with all Museum divisions and the Board of Directors. External contacts are with vendors, members, donors, prospects, volunteers, artists, and the general public.

Magnitude and Scope – This position involves an understanding of policies and procedures for the board, President/CEO, and staff.

IV. Conditions of Employment

Working Conditions – This position’s requirements can be generally performed in normal office conditions and within the Museum; Dress attire is business casual.

The position is performed in the Plains Art Museum building which is a non-smoking facility.

Equipment Operations – The position requires advanced knowledge of MS Office computer programs including Word and Excel, and knowledge of Internet, Customer Relationship Management (CRM) database software programs, printer, calculator, telephone, fax machine, photocopier, postage machine, and other office equipment.

V. Specifications

Education – Bachelor’s Degree Required.

Experience – This position requires 3 years of successful development experience. Relationship-building experience is a must as well as experience with computers, CRM applicable software, and basic office equipment.

Abilities – Must possess a demonstrated ability to work with the public and communicate (via telephone and in-person) in a manner reflecting a commitment to customer service and excellence. Must have advanced and excellent planning, organizational, and communication (written and oral) skills. Must be able to work independently as well as part of a team.

VI. Essential Functions

Must be able to speak, read, write and understand the English language. Must be able to communicate clearly and effectively in person, on the phone, and in writing. Must have excellent writing skills. Other required factors include problem-solving/critical thinking skills, resolution/reasoning abilities, and endurance demands (attention to detail, meeting deadlines, etc.) Must be able to balance, bend, climb, crouch, reach, twist, stand, sit and lift/move 30 pounds. Must have finger dexterity to operate necessary office equipment. Must exhibit well-paced mobility to visit various locations of the organization and locations outside the Museum in keeping with the daily demands of the position.

(Clearly Print Name)

Employee Print Name: __________________________________________

Employee Signature ___________________________________________ Date __________________________