



## Development Officer

We believe that art belongs to all people. As the Development Officer at the Springfield Museum of Art, you will connect people to art and resources to the Museum. By fostering relationships, you will advance the philanthropy and fundraising efforts crucial to attaining the mission and operational goals of the Museum.

The Development Officer is an essential member of the Springfield Museum of Art team. You will work closely with the Executive Director to develop, implement, and oversee strategies designed to advance fundraising and philanthropy with current and prospective donors at all levels.

### Who We Are

Nestled between cliffs and sitting in Veteran's Park, the Springfield Museum of Art is accredited by the American Alliance of Museums and is Ohio's only Smithsonian Affiliate art museum. We serve a local audience of nearly 60,000 Springfield city residents and a regional audience of 500,000 through engaging programs, meaningful community partnerships, and inspiring exhibitions. Because art strengthens communities, we provide programs for pre-school through college-aged students, educators, families, and adults, as well as for those in recovery from drug and alcohol misuse, adults with dementia, and people with disabilities. Because everyone deserves access to art, we seek to remove barriers to visiting, including providing free admission to those who benefit from SNAP and WIC through Museum for All. Because art shapes how we see the world and each other, we present relevant and compelling exhibitions. This year, we were honored by the Ohio Museums Association with the Best Exhibition in Ohio award for Black Life as Subject Matter II.

We are in the "final mile" of a Capital Campaign to make much-needed upgrades and repairs to the original north wing of the Museum. This reimagined venue will incorporate new studios, classrooms, and meeting and event spaces where our community can find inspiration, gather together, and benefit from the power of art.

### What You'll Do

- » Work closely with the Executive Director to connect the Museum to the larger community, including corporate community members, charitable organizations, key funders, donors, members, and volunteers.
- » Oversee effective database management of all donor records. Maintain the integrity and accuracy of the donor database. Provide accurate and effective database management and reporting to the ED, Development Committee, and Board. Coordinate donor communications.
- » Implement fundraising plans and programs, including membership, foundation grants, and event fundraising.
- » Support the grant program, including writing, reporting, and recognition.
- » Ensure that events achieve maximum fundraising potential, community exposure, and effective community relations.
- » Work with the Executive Director to develop corporate giving and sponsorship, broad-based giving, and cultivate major donors.
- » Coordinate an effective and responsive donor relations program, including communications, recognition, and stewardship.
- » Develop, implement, and manage the membership program, including special member events.
- » Collaborate with Museum staff to ensure effective planning and implementation of fundraising and development activities.
- » Oversee that digital and collateral marketing materials are designed, developed, and produced appropriately for fundraising and development programs.
- » Work closely with the Executive Director to complete a \$7 million Capital Campaign. Coordinate the campaign program, manage gift records, reporting, and donor acknowledgment to achieve financial goals and ensure fulfillment of the Museum's obligation to its donors.

- » Develop budget projections in conjunction with the Executive Director and accountant.
- » Assist with scheduling meetings with donors and prospective donors.
- » Work collaboratively with the Museum team to complete other duties as assigned that support the overall operations of the Museum.

This is an Exempt position, flexible hours including regular public open hours on weekdays and some evenings and weekends. We will consider a highly qualified candidate to work part time and with flexible work locations. This position reports to the Executive Director.

### What You'll Bring

- » Knowledge of development/fundraising concepts
- » Ability to maintain a high level of confidentiality
- » Ability to cultivate interpersonal relationships with a wide variety of constituents.
- » A wide variety of excellent computer skills; Donor Perfect experience preferred.
- » Strong problem-solving skills; excellent oral and written communication skills.
- » Strong project management and organization. Excellent attention to detail.
- » Strong collaboration and diplomacy skills, ability to work well with staff, volunteers, and donors.
- » Excellent listening skills and the ability to develop and manage meaningful relationships.
- » Political savvy in working with donors, funders, and community leaders.
- » Experience managing relationships
- » Flexibility
- » A BA/BS Degree
- » 3+ years of development experience. Campaign experience preferred.
- » Experience with membership programs, marketing, and promotion desirable.
- » Event, campaign, and/or major gift fundraising experience desirable.
- » CFRE or working toward certification desirable.

### More About Us

#### *Diversity Equity, Access, and Inclusion*

Art belongs to all people. The Springfield Museum of Art embraces Diversity, Equity, Inclusion, and Accessibility because art and our community thrive on openness to ideas and people, regardless of background, belief, or circumstance. As a dynamic, ever-evolving Museum, we intentionally pursue an understanding of our responsibility to be a space that reflects both the world we wish to live in and the vital role we seek to fill in our community. Together, we are stronger.

#### *Organizational History*

Formed initially as the Springfield Art Association, the Springfield Museum of Art was incorporated in 1952 by a group of citizens committed to building a visual arts organization for the community. The physical building was erected in 1967. Now, after two additions, the Museum includes galleries, classrooms, and event space and is raising funds to renovate the original portion of the building. The Museum was first accredited in 1977 by the American Association (now Alliance) of Museums and re-accredited in 1986, 1999, and 2012. The Museum joined the Smithsonian Affiliates program in 2012, the Partners in Education program of the John F. Kennedy Center for the Performing Arts in 2015, and Museums for All in 2020.

At the Springfield Museum of Art, we celebrate diversity and are proud to be an equal opportunity employer. We are committed to fostering an inclusive and creative environment with the best employees. We provide employment opportunities without regard to age, race, color, ancestry, national origin, religion, disability, sex, pregnancy, gender identity or expression, sexual orientation, military service, marital status, or any other protected status in accordance with applicable law. If there are preparations, we can make to help ensure you have a comfortable and positive interview experience, please let us know.

**To apply, please submit your resume and cover letter to [jjones@springfieldart.net](mailto:jjones@springfieldart.net).**