



## Development Officer Position Description

The Springfield Museum of Art is a small, AAM Accredited American museum and an Afiliate of the Smithsonian Institution. The Museum serves a local community of nearly 60,000 Springfield city residents and a larger regional community of over 500,000 people. The Museum has focused on art education and engaging the community in relevant ways. This focus resulted in significant increases in attendance, membership, grants, and contributed revenue. As a result of this success, the Museum is undertaking a Capital Campaign to make much-needed upgrades and repairs to the existing facility. The Museum staff is small in number, yet formidable in their work together to implement a shared vision for engaging the whole community through partnerships and programs.

The Development Officer is an essential member of the Springfield Museum of Art staff. The Development Officer will have a passion for the Museum and will work closely with the Executive Director to develop, implement, and oversee strategies designed to promote philanthropy and support of the Museum with current and prospective donors at all levels.

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.

### Key Job Functions

- » Works closely with the Executive Director to connect the Museum to the larger community including members of the corporate community, charitable organizations, key funders, donors, members, and volunteers.
- » Oversees effective database management of all donor records. Responsible for maintaining the integrity and accuracy of the donor database. Provides accurate and effective database management and reporting to the ED, Development Committee, and Board. Coordinates donor mailings.
- » Implements fundraising plans and programs including the membership program, foundation grants, and event fundraising. Ensures that events are designed to achieve maximum fundraising potential, community exposure, and overall effective community relations.
- » Works with the Executive Director to develop corporate giving and sponsorship, broad-based giving, and to cultivate major donors. Meets with donors, funders, and museum constituents to cultivate relationships and to solicit sponsorships and gifts..
- » Coordinates an effective and responsive donor relations program including communications, recognition, and stewardship.
- » Develops, implements, and manages the membership program, including special member events.
- » Collaborates with Museum staff to ensure effective planning and implementation of fundraising and development activities. Oversees that digital and collateral marketing materials are designed, developed, and produced appropriately for fundraising and development programs.
- » Works closely with the Executive Director to complete a \$5.9 million Capital Campaign including coordinating the campaign program, managing gift records, reporting, and donor acknowledgement to achieve financial goals and to ensure that the Museum's obligation to its donors are fulfilled.
- » Develops budget projections in conjunction with the Executive Director and accountant.
- » Assists with scheduling meetings with donors, and prospective donors.
- » Works collaboratively with the Museum team and performs other duties as assigned that support the overall operations of the Museum.

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### **Required Competencies, Knowledge, Skills & Abilities**

- » Passion for the arts and the Museum's role in the Springfield community.
- » Knowledge of development/fundraising concepts.
- » Ability to maintain high level of confidentiality.
- » A wide variety of excellent computer skills required; Donor Perfect experience preferred.
- » Strong problem-solving skills required; excellent oral and written communication skills.
- » Strong project management and organization.
- » Strong collaborative skills; works well with staff, volunteers, and donors.
- » Listening skills and the ability to develop and manage meaningful relationships.
- » Political savvy in working with donors, funders, community leaders and community leaders.
- » Flexibility

### **Requirements**

- » Education: BA/BS Degree
- » Experience: 3+ year of development experience, campaign experience preferred

### **Desirable**

- » Experience with membership programs, marketing, and promotion.
- » Event, campaign, and/or major gift fundraising experience.
- » CFRE or working toward certification.

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.

Please email resumes and cover letters to [Jjones@springfieldart.net](mailto:Jjones@springfieldart.net) .