Employment Opportunity - Leadership Gift Officer

Full-time

Work-Life balance. Competitive compensation. Affordable benefits. Diversity and Inclusion. If you’re the kind of person who can see yourself making an impact on one of Jacksonville’s landmark cultural destinations, this could be the role for you. The Cummer Museum of Art & Gardens seeks a dynamic and skilled fundraiser to join its Advancement Team in elevating this cultural gem throughout the community and region.

Ninah Cummer founded this museum on the principle that it serve “all of Jacksonville.” We’re looking for a fundraising professional with the vision and passion to accomplish that goal. Our future candidate will help us build a sustainable philanthropic infrastructure that secures us the ability to provide the highest level of art and garden programming, including community and educational access all while working with and collaborating alongside some of the most talented and passionate people in town, our team! Come and cultivate community with us at the Cummer Museum of Art & Gardens.

Why us?
- Medical, dental, vision, life insurance, telemedicine, short-term and long-term disability coverages.
- 403b retirement plan with match up to 5%
- Generous Paid Time Off and Holiday Structure
- Emphasis on Diversity and Inclusion throughout our organization
- Early Access to exhibitions before public access
- Museum membership with North America Reciprocal Museum (NARM) access
- Discounts in café and shop
- Competitive compensation with opportunity for professional development
- Did we mention this is a museum and historical gardens? We’re surrounded by beauty.

Our Mission: To Engage and Inspire through the arts, gardens, and education

Duties and Responsibilities:
- Identify, cultivate, and solicit individual donors with emphasis on unrestricted giving to meet goals. Steward and build strong relationships with donors through the member and recognition programs. Manage individual donor benefits, acknowledgements, stewardship activities and programs.
- Utilize Museum’s CRM database for action planning and tracking, donor contact reports, research, lists, queries, and maintenance of accurate records for donors, donor events, and appeals.
• Work closely with Advancement team to ensure a strong, sustainable philanthropic infrastructure integrating effective fundraising strategies and best practices.
• Manage personal portfolio of donors and prospective donors.
• Manage donor stewardship activities and events, working closely with the events planning team and bringing creative strategies to donor/prospective donor cultivation and stewardship events and opportunities. Effectively leverage these opportunities to advance solicitations.
• In collaboration with Finance and grants writer, manage all grantmaking activities. Ensure deadlines and reporting requirements are met for all grants. Be attentive to opportunities and work with grants writer to identify prospective funders.
• Ensure proper fulfillment of donor and sponsor benefits, including accurate recognition including signage, the website, social media, and other applicable promotional material.
• Follow Museum standards and guidelines, information requests for events, marketing/communications, gift processing, and finance.
• Other job duties as assigned.

Knowledge, Skills, and Abilities:
• Bachelor’s Degree in related field
• 3 to 5 years professional experience in non-profit development.
• Demonstrated background in achieving revenue goals, strategic objectives, and assigned Key Performance Indicators.
• Outstanding persuasive written and oral communication skills, as well as interpersonal and organizational skills.
• Ability to provide superior customer service for all constituents of the Museum.
• Ability to communicate effectively and with diplomacy when interacting with vendors, staff, volunteers and the public.
• Knowledge of donor research techniques.
• Strong contributor in a team environment with ability to handle multiple assignments and meet deadlines.
• Experience working in deadline-driven environments while maintaining strong attention to detail.
• Database management required. Altru or Raiser’s Edge experience preferred.
• Computer skills in Microsoft Office 365 (Word, Excel and Outlook), or ability to learn new software quickly.
• Schedule will include nights and weekends due to events.
• Must have excellent work habits, including a willingness to work the hours necessary to get the job done especially when important deadlines cause greater than normal departmental pressures.
• Valid Florida drivers license.

Salary: 60,000-70,000
Direct Reports: None

Qualified applicants send cover letter, résumé and salary requirements to the Cummer Museum of Art & Gardens, Attn: Human Resources Department, 829 Riverside Avenue, Jacksonville, FL 32204 or jobs@cummermuseum.org

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Cummer Museum's policy is to provide equal employment opportunity to all qualified employees and applicants for employment without regard to race, color, ancestry, national origin, gender (including pregnancy), sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military, or any other protected status as required by federal, state, or local law. The Museum's intent and desire is that equal employment opportunities will be provided in employment recruitment, selection, compensation, benefits, promotion, demotion, layoff, recall, transfer, leave of absence, termination, and all other terms and conditions of employment.

COMMITMENT TO DIVERSITY

The Museum is committed to creating and maintaining a workplace in which all employees have an opportunity to contribute to the success of the institution and are valued for their skills, experience, and unique perspectives. In addition to being an important principle of sound business management, this commitment is embodied in Museum policy and the way it does business.