



The Cummer Museum of Art & Gardens Employment Opportunity - Gift Officer

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 seek a fundraising professional with the vision and passion to attain this goal and help build a sustainable philanthropic infrastructure that secures the ability to provide the highest level of quality art and garden programming, including community and educational access, at the Cummer Museum.

Essential Function:

Working with the Advancement Team, support and expand philanthropic initiatives, including management of Museum member groups, corporate sponsors and individual mid-level and major gifts that support the Museum and Gardens.

- Support the Museum’s mission, vision, and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect of individuals, commitment to our community, accountability and ownership.
- Perform management functions including employment/termination, performance management, training, supervision and administering the Museum’s policies and procedures.
- Work with direct reports to establish goals for each year and advise on the progress to enhance the professional development of staff.
- Manage personal portfolio of donors and prospective donors.
- Identify, cultivate, and solicit individual and corporate donors and sponsors with special 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. Maintain donor CRM database in an orderly manner including utilization of the database for donor contact reports and action planning.
- Work closely with the Chief Advancement Officer to build a strong, sustainable philanthropic infrastructure for the Museum and Gardens that integrates the highest level of efficient and effective fundraising strategies and tactics.
- Manage donor stewardship activities. Attend and supervise donor and prospective donor cultivation and stewardship events and opportunities.
- Quickly, courteously and efficiently handle concerns, questions and needs of donors, members.
- In collaboration with Finance and grants writer, manage all grantmaking activities, with special emphasis on the annual funding applications for the Cultural Service Grant Program and the Division of Cultural Affairs General Program Support. Ensure reporting requirements are met for all grants in addition to identifying new funding opportunities.
- Cultivate community and regional support for the Museum and Gardens.

- Ensure proper representation of donor identity commitments and recognition, including signage, the website, magazine and other applicable promotional material.
- Follow standards and guidelines for Events requests, planning, and execution of all activities.
- Other job duties as assigned.

Knowledge, Skills & 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.

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.