



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

The Cummer Museum of Art and Gardens seeks a dynamic fundraiser to join the Advancement Team and elevate this cultural gem to be recognized and supported throughout the community and region. Ninah Cummer found this museum on the principle that it serve “all of Jacksonville”. We seek a development 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 Development 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.
- Identify prospects, 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.
- 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.
- Attend and supervise donor and prospect cultivation events and stewarding opportunities.
- Quickly, courteously and efficiently handle concerns, questions and needs of donors, members.
- 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.
- Work closely with the Museum’s two affinity groups to engage and cultivate new and existing donors in those areas. Manage the groups’ membership and oversee all lectures, events, and programming.
- 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 and Programs for 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 team environments 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.
- Proficient in Microsoft Office (Word, Excel and Outlook).
- Schedule may include nights and weekends due to events.
- Valid Florida driver 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@cummuseum.org](mailto:jobs@cummuseum.org)

\*all interviewed applicants & new employees required to show proof of vaccination

Application deadline: Friday, September 10, 2021