The Cummer Museum of Art & Gardens
Job Description

Position: Leadership Gift Officer
Supervisor: Chief Advancement Officer
Status: Full-Time and Exempt

The Cummer Museum of Art & Gardens seeks a dynamic and skilled fundraiser to join its Advancement Team in elevating this cultural gem in the community and region, positioning the Museum as locally focused and nationally recognized. Ninah Cummer founded the Museum to be a place of beauty “for all of Jacksonville.” We seek a fundraising professional with the vision and passion to attain this goal. You will play a pivotal role in building philanthropic support and enabling the Museum to provide the highest quality experiences with art, historically significant gardens, educational programming, and community placemaking.

Essential Function:

Working with the Advancement Team and through cross-departmental partnerships, implement and expand philanthropic initiatives and donor support. Partner with mid-level and major donors to secure annual and multi-year commitments from individuals and organizational funders to ensure our mission to engage and inspire through art, gardens and education.

- 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.
- Manage personal portfolio of donors and prospective donors.
- 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 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.
- Collaborate with Member Relations Officer to ensure the best experience for donors and members with particular emphasis on donors and sponsors who are members of the Museum’s highest level giving circle, and planned gift donors in the Ninah Cummer Legacy Society.
- 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 & Abilities:
- Bachelor’s Degree in related field
- 3 to 5 years professional experience in nonprofit fund development or related field

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• 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.
• Relationship builder able to connect with people and deepen their relationship with the Museum.
• 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.
• Experience with a customer relations management database; Altru or The 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 occasional nights and weekends for events and donor meetings.
• 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.