



## Employment Opportunity – Annual Gifts & Events Officer Full-Time

The Cummer Museum of Art & Gardens seeks a dynamic and skilled Annual Gifts & Events Officer to play a vital role in building philanthropic support and strengthening donor engagement. This position will report to the Chief Development Officer and contribute to the Museum's mission to engage and inspire through the arts, gardens, and education.

As a key member of the Development Team, the Annual Gifts & Events Officer will focus on cultivating and stewarding mid-level donors, overseeing donor events, and supporting fundraising strategies that ensure sustainable growth for the Museum's philanthropic initiatives. This role requires a strategic, relationship-driven fundraiser who can build strong donor relationships and deliver meaningful engagement opportunities.

### Essential Functions:

- 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.
- Implement and expand annual giving initiatives through strategic donor cultivation, solicitation, and stewardship, with an emphasis on unrestricted giving.
- Manage a personal portfolio of donors, including grant funders and corporate donors and prospective donors, identifying and cultivating relationships to secure annual and multi-year commitments.
- Oversee donor recognition and stewardship programs, ensuring exceptional engagement experiences for members of the Museum's giving circles.
- Develop and implement donor events and engagement opportunities, utilizing innovative strategies for donor cultivation. Collaborate closely with the events planning team to ensure seamless event execution.
- Leverage the Museum's CRM database (Altru) to track donor interactions, maintain accurate records, and optimize fundraising strategies.
- Collaborate with the Member Relations Officer to align donor engagement with membership benefits and planned giving initiatives.
- Ensure proper fulfillment of donor and sponsor benefits, including recognition in signage, website, social media, and other promotional materials.
- Will collaborate with the Grant Writer to provide context and content for annual impact reports.
- Work closely with the Development Team to enhance fundraising infrastructure, integrating best practices to strengthen donor retention and engagement.
- Follow Museum standards and guidelines for events, marketing/communications, gift processing, and financial reporting.
- Additional responsibilities as needed to support the organization's goals.

### Knowledge, Skills & Abilities:

- Bachelor's Degree in a related field.
- 3 to 5 years of experience in nonprofit fundraising, annual giving, or a related field.
- Proven ability to achieve revenue goals and strategic objectives while building donor relationships.
- Strong persuasive written and verbal communication skills, with excellent interpersonal and organizational abilities.
- Experience managing and leading staff and volunteers, particularly in donor engagement and event execution.
- Ability to provide exceptional customer service for Museum constituents, including donors, members, and corporate partners.
- Knowledge of donor research techniques and CRM database management (Altru).
- Ability to manage multiple projects and deadlines in a fast-paced environment with strong attention to detail.
- Proficiency in Microsoft Office 365 (Word, Excel, Outlook) or the ability to learn new software quickly.
- Availability for occasional evening and weekend events to support donor engagement and fundraising activities.
- Valid Florida driver's license.

### Physical Demands/Work Environment:

- Must be able to occasionally lift/move up to 10 pounds
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Normal building and office environment with occasional outside work
- Frequently required to talk or hear
- Frequent periods of sitting (6+ hours) may be required during the workday
- Frequent periods of standing (4+ hours) may be required during events

### 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.
- Early Access to exhibitions before public access.
- Reciprocal membership and admission access to over 2,000 gardens and institutions through:
  - [AHS](#) (American Horticultural Society)
  - [NARM](#) (North American Reciprocal Museum Association)
  - [ROAM](#) (Reciprocal Organization of Associated Museums)
- Discounts in café and Museum store.
- 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.

**Remote work:** Monday only

**Salary Range:** \$50,000 to \$60,000

Cover letter and resume required.

Qualified applicants send résumé, cover letter, 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)