

JOB DESCRIPTION

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| Position: | Individual Giving Officer |
| Reports to: | Director of Development and Marketing and Communications |
| Department: | Development |
| Position Type: | Full-time, Salary, Exempt |
| Salary Range: | \$52,000 - \$65,000 DOE |
| Benefits: | Eligible |

Summary of Position:

The Individual Giving Officer identifies and cultivates funding sources; prepares proposals, reports, and correspondence; and acts as a steward for all contributions within the major gifts sector, including both annual contributions and Capital Campaign contributions. They work closely with the Director of Development on concepts and strategies for funding, and communicates information and results to the Development Department on a monthly basis. The Individual Giving Officer reports to the Director of Development and works closely with all museum departments to assess needs, refine outcome measures, identify potential funders, assist in the formulation and articulation of key messages to community members and patrons, and prepare accurate and compelling proposals with accompanying budgets.

Core Responsibilities:

- Manage a portfolio of 150+ donors and prospects
- Participate in each step of the donor pipeline including: identification, qualification through research, cultivation, briefing, request for support and prompt follow up, stewardship and recognition
- Create and implement strategies for major donors including the composition of solicitations, proposals and acknowledgment letters
- Cultivate major donor program and grow donor stewardship
- Assist and support Director of Development and Executive Director with highest level major donors
- Develop and manage special campaigns
- Plan and coordinate major fundraising and donor specific events which include a gala, spring event, patron and membership events through collaboration with the Events Program Manager and Membership & Annual Giving Officer
- Plan and coordinate major patron and donor trips
- Collaborate with Director of Development, Membership & Annual Giving Officer and all museum departments to develop case for support data for fundraising
- Demonstrate commitment to supporting the Museum's Diversity, Equity, Inclusion and Access (DEIA) framework
- Ability to work and maintain the Museum brand values: innovative, passionate, civic-minded, gracious, approachable
- Perform other tasks and duties as necessary

Absolutely Required Skills/ Knowledge/ Ability/ Experience or Education:

- 3+ years of professional level individual giving fundraising experience in a non-profit setting
- Excellent written and verbal communication skills, over the phone and in person
- Strong customer service skills and high level of comfort interacting with a diverse variety of members, donors, volunteers, and board members
- High level of discretion and ethical approach to fundraising
- Strong organizational skills with demonstrated accuracy and attention to detail
- Budget development and outcome-based evaluation experience
- Computer fluency and strong analytic skills
- Demonstrated commitment to supporting the museum's Diversity, Equity, Inclusion, and Access (DEIA) framework
- Ability to work within and maintain the museum brand values: innovative, passionate, civic-minded, gracious, approachable
- Successful track record in managing a fundraising program and in completing and submitting proposals

Desired Skills/ Knowledge/ Ability/ Experience or Education:

- Experience working with Blackbaud Altru Database
- Familiarity with regional funding community
- Three years' experience in an arts/culture organization
- Bachelor's degree in business or non-profit management or equivalent workforce experience

Travel, Working Conditions, and Physical Environment:

- Must be able to perform job duties at a workstation and/or a computer screen for the majority of the work day.
- Frequently reaches, handles objects and operates tools, machinery, computers, and/or controls
- Continuously exchanges information through listening and talking with staff, volunteers and individuals in the community
- Some work may be occasionally performed outside where employee is subject to adverse weather conditions
- Some travel, less than 15% of work hours
- Some evening and weekend work both on and offsite as necessary

To Apply

- Please email a succinct cover letter and resume to HR@TacomaArtMuseum.org.
- Include "Giving Officer: First Name Last Name" in subject line.
- No phone inquiries, please.

RESUME REVIEW WILL BEGIN IMMEDIATELY. POSITION IS OPEN UNTIL FILLED.

Tacoma Art Museum is an Equal Opportunity Employer

Tacoma Art Museum strongly encourages applicants from members of groups underrepresented in careers related to museums and the visual arts.