ANNUAL FUND OFFICER
POSITION DESCRIPTION

DEPARTMENT: DEVELOPMENT
IMMEDIATE SUPERVISOR: CHIEF ADVANCEMENT OFFICER
STATUS: EXEMPT / FULL-TIME
HOURS: 40 HOURS

POSITION PURPOSE:
The Annual Fund Officer will manage and cultivate relationships with existing corporate donors to identify and inspire new prospects while promoting the museum’s mission, vision, and goals. In collaboration with the Chief Advancement Officer, the Annual Fund Officer will continue to develop solicitation strategies; identify new funding opportunities; personally, solicit gifts, and continually steward corporate and sponsorship gift donors. In addition, the Annual Fund Officer will proactively engage philanthropic members, benefit event supporters, annual fund donors, and others to renew and increase annual giving.

DUTIES AND RESPONSIBILITIES:

• Manages all compliance measures between MOSH, Individual Sponsors, Corporate Sponsors, and Corporate Donors.
• Enters gifts and pledges into the database and acknowledges all gifts and pledges, including preparing pledge payment reminders and pledge agreements; follows up with pledge commitments and past dues.
• Creates, coordinates, and stewards development fundraising events as part of the overall fundraising effort; provides monthly development reports regarding goals, initiatives, and progress on the advancement of the Annual Fund.
• Serves as the primary organizational support to keep corporate donor contacts connected, engaged, and involved in volunteer opportunities, special events, and exhibits.
• Support volunteer fundraising solicitors/Board members who assist with the identification and development of corporate donors.
• Identify, Cultivate and Steward Donors/Prospects: Identify gift prospects and develop compelling engagement strategies to solicit and close gifts.
• In collaboration with members of the development team, identify, develop and cultivate a significant prospects pipeline as part of the organization’s evolving fundraising strategy.
• Travel (25-50%) for the purpose of prospect and donor cultivation, solicitation, and stewardship.
• Effectively utilize Salesforce to maintain records of contacts with donors and prospects; conduct donor research to target appropriate givers and their capacity; and track, evaluate, and present relevant information
• Coordinates with Curatorial, Exhibits, and Education Departments leadership to cultivate and solicit sponsorships for exhibits and programs from individuals
• Prepare written proposals, gift agreements in collaboration with the Finance team, donor collateral, and other materials needed to define, secure and document Corporate gifts
• Plan, execute and host various cultivation and stewardship activities, including one-on-one and volunteer opportunity meetings, museum tours, and other small gathering
• Performs other related duties

QUALIFICATIONS:
To be successful, an individual must perform each job duty satisfactorily.

EDUCATION AND EXPERIENCE
• Bachelor’s degree in Marketing, Business, Communications, or related field.
• 2 - 5 years professional experience, at least 2 of which is in a donor-facing role in development
• Successful ability to personally identify, cultivate and solicit individual donors and foundations.
• Networking skills, strategic planning skills.
• Knowledge of best practices in nonprofit fundraising.
• Proficiency in database management, Excel, PowerPoint, Word, and other computer skills; proficiency in SALESFORCE preferred.
• Experience managing and supporting annual giving campaigns, solicitations and stewardship, donor recognition, donor databases, and special events.
• Knowledge of volunteer programs and best practices.
• Ability to travel locally and work occasional evenings and weekends

SKILLS AND ABILITIES
• Exceptional interpersonal skills are required, including effectively connecting with donors, members, and museum supporters.
• Understanding of the museum’s mission and the ability to be an effective spokesperson and representative
• Solid organizational skills and sense of self-direction.
• Professional with excellent judgment who performs well within a fast-paced organization with many priorities.
• Strong written and oral communication skills and public speaking; must communicate professionally, effectively, and diplomatically.
• Strong organizational and analytical; excellent attention to detail.
• Must be able to establish, monitor, and meet timelines.
• Must work well under pressure with demonstrated ability to juggle tasks, prioritize and manage multiple competing deadlines.
**TIME COMMITMENTS:**
Hours are generally Monday-Friday, between 8:30 am to 5:00 pm. Flexibility is required. Some weekends and evenings may be required. Attend meetings of the Board of Trustees Board Committees.

**DISCLAIMER:**

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract.