

Position Description

Major Gift Officer

Reports To: Chief Development Officer (CDO)

Status: Full time/Exempt, Salary is based upon experience.

Hours: M-F 8am to 5pm with flexibility, some weekend and evenings required. 45+ hours

Position Overview

The National Cowboy & Western Heritage Museum seeks a Major Gifts Officer to work closely with the Chief Development Officer to identify and implement strategies for expanding philanthropic growth, and manage and grow society membership levels. As a member of the development team, he/she will collaborate with board leadership, Museum staff and to identify, cultivate, solicit and steward existing and prospective donors. Working under the Chief Development Officer, with Board of Directors and senior management, the Major Gifts Officer is a critical component in these and other functions of the development department.

The Major Gifts Officer will have direct management responsibilities for individual giving programs and select membership levels. Particular focus will be placed on building a major gift portfolio. The successful candidate will be a strategic, creative thinker, and an entrepreneurial fundraiser, eager to work in a fast-paced environment. He/she needs to have fundraising success and self-starter experience, a demonstrated ability to solicit major gifts, ability to work collegially with a high profile constituency, volunteer board members, and work within a team environment.

Duties and Responsibilities

- Identify and manager a portfolio of primary prospects and donors; manage and lead operations for select membership levels.
- Work collaboratively with Board, Leadership and development team. Offer prospect strategy counsel to the President, Chief Development Officer and development staff who are managing other prospects. Be a resource for development staff including identification of potential volunteer connections, events, functions.
- Cultivate and build valuable relationship with major gift prospects.
- Develop a major gift soliciting strategy to move prospects to donors.
- Build the donations relationship by stewarding the donor to encourage donors to continue giving to the organization as well as exploring other avenues of support.
- Focus on securing support for a set of priorities that include programming, unrestricted support, and capital improvements. Provide counsel on outreach programming in primary territory/assignment area.
- Provide input on short and long-term strategic and operational planning; guide museum stakeholders in on-going stewardship activities.

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- Serve as a member of development department working collaboratively as a team to establish and execute the NCWHM 's organizational goals and plans, education and events as it relates to donor-centered philanthropy.
- Support volunteer fundraising solicitors/Board members who assist with the identification and development of major donors.
- Attend Museum fundraising events often occurring over a period of several days, on weekends and evening hours.
- Increase awareness of the importance of National Cowboy Museum and communicate interest/involvement in the Museum's mission.
- Other duties as assigned.

Qualifications:

- Bachelor's degree and at least three years of success progressive experience in major gift fundraising, preferably with numerous fundraising situations.
- Superior knowledge of all aspects of fundraising from managing prospective donors and coordinating with fellow fundraisers.
- Exemplary communication skills to manage a variety of interactions from drafting direct mail letters to giving presentation.
- Ability to power through challenges. Prospects do not always say yes, and even if they do say yes, getting to the point of asking is not without challenges that can be tricky.
- Interested in all aspects of the arts, culture and education and a dedication to promoting the Museum's fundraising priorities through developing excellent relationships with staff, senior leaders, trustees, volunteers, and the development office team
- Demonstrated goal-oriented results and the ability to successfully manage multi-functional or diverse areas.
- Successful experience in making cold calls as well as developing cultivation and solicitation strategies.
- Must have excellent interpersonal skills and a demonstrated record of completing assignments.
- Computer literacy with the ability to utilize Altru, Microsoft Word, Excel and PowerPoint.
- Ability to multi-task and effectively manage concurrent processes and projects.
- Excellent communication and presentation skills.

TO APPLY

Please submit a cover letter with salary requirements, resume and cover letter to Human Resources Director, at hr@nationalcowboymuseum.org. No phone calls, please.

ABOUT THE NATIONAL COWBOY & WESTERN HERITAGE MUSEUM

National Cowboy & Western Heritage Museum—Oklahoma City, OK

The National Cowboy & Western Heritage Museum is a 501(c) (3) non-profit organization accredited by the American Alliance of Museums (AAM). Home to one of the nation's foremost collections dedicated to historic and contemporary Western and American Indian art and material culture, the Museum has served the public since its opening in 1965. The Museum Campus is situated on nearly 37 acres atop the Persimmon Hill District in rapidly growing and affordable Oklahoma City. It includes the main 228,000 square foot building housing multiple galleries and interpretive areas, the Donald C. & Elizabeth M. Dickinson Research Library and Archive, and the Sam Noble Special Event Center, in addition to sculpture gardens, event grounds, and ample parking. This iconic cultural and educational institution has seen nearly 12 million visitors from across the nation and globe over its first half-century of operation and remains one of Oklahoma's and the region's primary tourist destinations. Entering its next half-century, the Museum now embarks upon an ambitious multi-year plan to establish itself as the preeminent cultural and educational institution dedicated to the American West and its place within the broader national identity and culture.

MISSION STATEMENT: The National Cowboy & Western Heritage Museum preserves and interprets the evolving history and cultures of the American West for the education & enrichment of its diverse audiences of both adults and children.