

North Carolina Museum of Art Foundation, Inc.



Job Title:	Senior Development Officer
Opening Date/Time:	October 14, 2016
Closing Date/Time:	November 14, 2016
Salary:	Commensurate with experience
Job Type:	Full Time Exempt
Location:	North Carolina Museum of Art Foundation, Inc. 2110 Blue Ridge Road, Raleigh, NC 27607
Department:	Membership & Development Department

Job Summary:

The NCMA seeks a qualified candidate to fill the role of Senior Development Officer. The successful candidate will be an energetic, self-motivated, experienced professional with a proven track record in fundraising, specifically in membership and major gifts. The position will report directly to the Director of Development and work closely with other members of the Membership staff to successfully reach fundraising goals.

Position Description:

Successful fundraising is critical to the Museum's long term sustainability and program growth. The Senior Development Officer will join other members of the Membership and Development staff in maximizing revenues with a focus on mid-to-upper level members and major gift support. The ideal candidate must have a demonstrated track record of success in membership and major gift fundraising and experience in working closely with philanthropic level prospects and donors. The candidate must also have knowledge of fundraising systems, demonstrate effective communication and organizational skills, and be adept at crafting proposals, donor correspondence and other kinds of materials.

Essential Responsibilities:

- Identifying, cultivating, soliciting and stewarding individual prospects at the (\$1,000 and higher)
- Assist in increasing revenue from mid-range members (\$300-\$1,250) through specific annual renewal and upgrade strategies, manage (including cultivation, solicitation, and stewardship) an annual portfolio, of individual mid-range members
- Participate in planning and implementing annual and long-range fundraising strategies in collaboration with the Development Director and Senior Membership Officer
- Work closely with members of the Development team to accomplish annual fundraising goals
- Work closely with the Director of Development, Senior Membership Officer and Manager of Donor and Board Relations to increase Leadership Level members (\$1,250 and higher) and major gift prospects
- Work with Membership and Development staff to plan and execute fundraising events, donor recognition strategies, and other special events
- Maintain proper data records

Core Competencies:

- **ETHICS & INTEGRITY** - Ability to maintain social, ethical, and organizational norms, firmly adhering to the codes of conduct and ethical principles set forth for all NCMA employees through direct and honest communication with colleagues and clients, follow through on commitments, and ability to build confidence and respect.
- **CUSTOMER SERVICE** - Thorough appreciation of the importance of listening to and understanding the customer (both inside and outside the organization); anticipating customer needs; giving high priority to customer needs and concerns.
- **TEAMWORK & COLLABORATION** - The ability to work well with others, putting needs of group above needs of self when necessary.
- **COMMUNICATION** - Ability to understand and gain understanding from leadership, peers and subordinates as well as communities served.
- **INITIATIVE** - Actively attempts to influence events to achieve goals through self-starting rather than passive acceptance and takes action beyond what is necessarily called for in order to achieve goals.
- **ACCOUNTABILITY** - Accepts full responsibility for oneself and for one's contribution as a team member.
- **INNOVATION & CREATIVITY** - Generating and/or recognizing imaginative or creative solutions in work-related situations.
- **RESULTS ORIENTED** - Ability to prioritize goals and allocate time and resources accordingly to achieve those goals when faced with competing priorities.
- **PROJECT MANAGEMENT** - Ability to anticipate, direct and energize others, creating commitment among team members regarding project milestones, resource requirements, timelines, and measures of success.
- **CONTINUOUS IMPROVEMENT & DEVELOPMENT** - Ability to demonstrate a commitment to continuous improvement and professional development by improving work processes, demonstrating flexibility in response to new or improved work processes, and proactively seeking opportunities to learn new capabilities, skills, and knowledge.

Minimum Requirements

- Bachelor's degree
- A minimum of 5-7 years of experience in fundraising, especially in membership and major gifts; CFRE preferred
- Willingness to travel locally and statewide
- Excellent oral and written communication skills; exceptional interpersonal skills
- Strong research skills related to developing donor relationships
- Strong organizational skills; ability to multi-task and set priorities
- Ability to work independently and in a team environment
- Interest in and appreciation for the fine arts
- Ability to respond with sensitivity and awareness to those with diverse cultural, ethnic, social backgrounds, values, attitudes and languages
- Computer literate with a solid knowledge of word processing, spreadsheets, and donor management and project management software
- Understanding of social media and role it can play in fundraising
- Evening and weekend hours as needed

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Essential Physical Functions:

- Ability to lift 20 lbs. throughout the day
- Ability to sit or stand for long periods of time

Equipment Used:

- Basic office equipment; phone, computer, copier and fax machines

Diversity Statement: *The North Carolina Museum of Art Foundation, Inc. is committed to creating an equitable, hospitable, appreciative, safe, and inclusive environment – one that embraces the full spectrum of all community members’ contributions. The NCMA Foundation makes this commitment because: Diversity strengthens the workforce in competence and ability; Celebrating diversity appreciates and values individual differences; Diversity serves an increasingly heterogeneous society; Diversity is crucial to our ability to serve all citizens. The NCMA Foundation encourages and supports staff efforts to reach out to people of all races, national origins, abilities, religions, sexual orientations, veteran status, ages, and genders who visit and who live in communities nearby. This outreach is to focus on engaging in partnerships that expand programs and services in a way that is meaningful and of value to all people. The NCMA Foundation is dedicated to offering quality experiences to all visitors through a workforce and volunteer corps that reflects the diversity of North Carolina.*