



ADVANCEMENT OFFICER POSITION DESCRIPTION

DEPARTMENT:	DEVELOPMENT
IMMEDIATE SUPERVISOR:	CHIEF DEVELOPMENT OFFICER
STATUS:	EXEMPT
HOURS:	40 HRS. /WEEK

POSITION PURPOSE:

The Advancement Officer will work directly with the Chief Development Officer to provide support for Museum initiatives to expand major and planned gifts. The Advancement Officer will continue to develop solicitation strategies; identify new funding opportunities; personally, solicit gifts, and continually steward corporate and sponsorship gift donors.

DUTIES AND RESPONSIBILITIES:

- Manage a portfolio of 75 - 100 major donors, conducting all solicitation meetings and stewardship activities, with a focus both on annual fund donors and Genesis donors.
- Draft major donor proposals and reports, including proposals and reports supporting asks made by the MOSH CEO and Chief Development Officer.
- Meet key metrics, including goals for the number of monthly meetings, phone calls, and solicitations.
- Track donor actions in the database and report on KPIs.
- Manage development events at the MOSH. Coordinate fundraising strategy and involvement of volunteer committee. Partner on event logistics with the museum events team.
- Submit funding proposals and report to major donors.

QUALIFICATIONS:

To be successful, an individual must be able to perform each job duty satisfactorily.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent combination of education
- 5-7 years of experience in major gift and planned giving fundraising
- 3 years' experience writing major gift proposals
- Proven relationship building and collaboration while matching prospect's personal vision with MOSH's vision, mission, and programs
- Proficiency in Salesforce or similar database systems preferred

SKILLS AND ABILITIES

- Exceptional written communication skills
- Excellent research skills
- Being able to understand and execute complex instructions
- Strong organizational skills and 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
- Ability to maintain confidentiality is required
- Strong computer skills with solid knowledge of MS Word and Excel

TIME COMMITMENTS:

Hours are generally Monday-Friday, between 8:30 am to 5:00 pm, but flexibility is required. Some weekends and evenings may be required.

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.

Equal Employment Opportunity:

MOSH provides equal employment opportunities for all applicants and employees. We do not unlawfully discriminate on the basis of race, color, creed, ancestry, medical condition, religion, sex, national origin, age, disability, veteran status, marital status, sexual preference or any other basis prohibited by federal or state law or local ordinance applicable to our work locations. We also make reasonable accommodations for disabled employees if we are aware of the need for accommodation and if the requested accommodation does not cause undue hardship as interpreted from the ADA/ADAAA.

This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.