

Phoenix Art Museum is looking for an **Annual Giving Officer** to manage, expand, and steward the Museum's annual leadership giving program, Circles of Support, at the \$1,500 to \$25,000 level.

### **MAIN JOB DUTIES**

1. Create strategic annual fundraising, cultivation and stewardship plans to ensure fundraising goals are met. Analyze data and recommend best approaches for each solicitation.
2. Initiate contact and meet with current and prospective donors to solicit donations.
3. Analyze each donor relationship to effectively leverage all levels of Museum staff to translate into a broadened donor relationship with the Museum.
4. Research and identify new sources of funding from individuals.
5. Develop and maintain ongoing relationships with individual sponsors.
6. Manage programs to maintain current annual donors, recapture lapsed annual donors and develop strategies to increase participation by securing new members and upgrade current members.
7. Oversee and manage the stewardship process for Circles of Support gifts, to include acknowledgement of gifts, fulfillment of benefits, and the overall strategic plan for stewardship events.
8. Will provide input and work closely with event planning staff to create comprehensive plan for Circles of Support stewardship events.
9. Work with Major Gifts Officer to identify strategic opportunities to bridge between annual giving and major gifts.
10. Work with Membership Manager to identify strategic opportunities to bridge between membership and Circles of Support membership programs.
11. Prepare annual budget of Circles revenue and expenses; manage the budget to ensure goals and projections are met.
12. Consistently perform cost benefit analyses from program and member data to ensure peak performance of the Circles program.
13. Coordinate meetings and manage relationships with Circles Advisory Committee, including Board of Trustee members and donors.
14. Collaborate with Circles Advisory Committee Chairman and members to adjust and design Circles of Support program as necessary.
15. Provide support and attend evening and weekend Development events as needed.

### **MINIMUM QUALIFICATIONS:**

1. Bachelor's degree, preferably in arts administration, business or related field.
2. Minimum of five years' experience fundraising for a non-profit organization, museum or arts and culture institution.
3. Proven success in prospect identification, cultivation and solicitation of individual gifts.

### **Knowledge of:**

1. Museum programs and practices, especially as they relate to the needs for individual donors at all levels, corporate, foundation and government funding and support.
2. Fundraising cultivation and solicitation strategies.
3. Annual Giving programs and membership.
4. APA Writing Style

### **Skill and ability to:**

1. Provide leadership and build strong interpersonal relationships with donors and staff.
2. Successfully initiate contact with current and prospective donors through various channels of communication including but not limited to telephone communications (i.e. cold calls), personal interaction, and written communication.
3. Communicate effectively and present complex ideas in a clear and compelling manner, both verbally and in writing, with demonstrated skill in written communications including but not limited to correspondence, proposals, and reports.
4. Resolve complex problems with skills and diplomacy.
5. Plan, organize and accomplish multiple projects concurrently.
6. Travel throughout the Greater Phoenix Metro area.
7. Work effectively with a variety of Museum supporters, visitors, members, volunteers and staff.
8. Sign and comply with the Museum's Confidentiality, Non-Competition and Non-Solicitation Agreement.

**Submit cover letter, resume, and salary history with job code PAM-AGO to HR@phxart.org.**

**\*\* Incomplete applications may not be accepted for review \*\***

Job Status: full-time, exempt, regular

EOE