

Phoenix Art Museum is looking for a **Development Officer** to build and manage a portfolio of individual and corporate prospects capable of making five- and six-figure investments in Phoenix Art Museum. Qualify, cultivate and solicit new prospects and steward current donors and corporate sponsors. Energetic and organized; must possess excellent interpersonal, written, quantitative and computer skills, with the ability to juggle multiple and diverse assignments. Proactively network to identify new regional and national funders while also deepening existing donor relationships. Comfortable securing meetings, making in-person presentations and actively engaging both prospects and current donors. This is a job for someone who loves getting out into the community, developing authentic relationships, and making asks that advance the Museum's strategic priorities. Must be willing to actively pitch in and roll up one's sleeves, as the Museum currently has a small development shop and is looking to expand.

Job Duties:

1. Proactively seek and secure individual and corporate gifts.
2. Collaborate with the Chief Development Officer, Director of Development, senior Museum staff, Board of Trustees and other key staff on strategies to engage new prospects.
3. Steward long-term donor partnerships and strengthen existing relationships.
4. Represent Phoenix Art Museum by attending and participating in prospect meetings and donor events.
5. Working with Museum colleagues and volunteers, manage and grow through an active moves management process with a portfolio of corporate and individual prospects, focusing on those capable of making \$10K+ investments.
6. Prepare concise and compelling proposals and reports that tell the Museum's story and align closely with the donor's priorities. Must be able to distill complex programmatic information into compelling materials.
7. Prepare presentations, briefs and other materials to engage prospective and current donors and to prepare volunteers, Museum leadership, and program staff for donor interactions—from research and strategy to execution.
8. Work closely with Education, Curatorial, Finance, and External Affairs colleagues to prioritize organizational revenue needs and align them with new funding opportunities.
9. Maintain accurate and current records in donor database.
10. Adhere to the highest ethical standards and fundraising best practices, demonstrate perseverance, and have an optimistic and positive attitude.
11. Ensure corporate donors are properly stewarded by securing and featuring logos, updating credit lines, and providing appropriate donor name placement. Working with the Museum's External Affairs department to ensure Museum's website is updated in a timely fashion upon securing a sponsorship.
12. Organize and attend donor visits, tours, and presentations; manage other stewardship opportunities.
13. Provide support and attend evening and weekend development events as needed.

Minimum Qualifications:

1. Bachelor's degree required.
2. Three years of progressive institutional fundraising experience with a proven track record of prospecting, cultivating, closing, and stewarding five- to six-figure institutional gifts.
3. Experience in arts and cultural organizations preferred.
4. CFRE preferred

Knowledge of:

1. Database management, knowledge of Raiser's Edge is a plus.
2. Museum programs and practices, especially as they relate to the need for corporate, foundation and government funding and support.
3. Microsoft Office, Word, Excel and PowerPoint.
4. Persuasive communication with excellent presentation and listening skills.

Skill and ability to:

1. Develop, maintain, and leverage relationships with external stakeholders.
2. Successfully initiate contact with current and prospective corporate donors through various channels of communication including but not limited to telephone communications (i.e. cold calls), personal interaction, and written communication.
3. Commit to diversity and inclusion as a team player with a natural affinity for building close, effective working relationships with a diverse group of stakeholders.
4. Develop and write high-level, compelling proposals and quickly synthesize complex ideas and align them with funder priorities.
5. Work with numbers and be comfortable with budgets and financials.
6. Prioritize and multitask with the ability to plan, organize and accomplish multiple projects concurrently while remaining highly motivated, energetic and enthusiastic.
7. Travel throughout the Greater Phoenix Metro area, with possibility of some national travel.
8. Sign and comply with the Museum's Confidentiality, Non-Competition and Non-Solicitation Agreement.

Please email cover letter, resume, and salary requirements with job code PAM-DVO to HR@phxart.org

***** Incomplete submissions may not be considered *****