

## Anchorage Museum

Title: Individual and Corporate Giving Manager

Reports To: Chief Development Officer

FLSA Status: Exempt

EEO Class: First/Mid Offs & Mgrs.

Approved By: Museum Director/CEO

*The Anchorage Museum connects people, expands perspectives, and encourages global dialog about the North and its distinct environment. Exploring the intersection of art, history and science, the Anchorage Museum shares multiple perspectives and experiences that tell a greater story. We welcome diverse perspectives and recognize all are enriched when a diversity of voices, viewpoints, and skills are included and engaged in the work we do.*

### **Summary Position Statement:**

Under the general supervision of the Chief Development Officer, the Individual and Corporate Giving Manager supports the Museum's mission, values, vision, and core commitment to the visitor experience, community engagement, and institutional relevancy for the future through development. The Individual and Corporate Giving Manager plans, directs, and implements effective annual fundraising efforts for the Anchorage Museum, including but not limited to: individual and corporate giving, writing applications and proposals to corporate entities, and implementing special events and donor cultivation and recognition events. This position also records and acknowledges all gifts to the Museum and assures timely recognition and stewardship of annual donors.

### **Essential Functions:**

- Contributes to and supports the Museum's strategic plan, annual priorities, and institutional initiatives such as diversity advancement
- Contributes to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation, and openness to many perspectives
- Participates in a culture of ongoing learning, collaboration, innovation, creativity, and community engagement.
- Works with Chief Development Officer to set strategy and execute fundraising plans for sustaining and growing the number of annual donors, the size of individual donations, and building a pipeline of prospective donors for the Museum to include converting members and occasional givers to annual donors
- Achieves revenue goals related to unrestricted individual and corporate giving
- Develops, directs and implements Museum efforts to annually raise restricted and unrestricted funds (\$500,000, plus) through individual and corporate giving, sponsorships, and contributions
- Writes and prepares donor solicitations and proposals
- Plans and implements donor cultivation, recognition, and fundraising events, including the annual Museum Gala

- Supports efforts to secure individual table and ticket sales for fundraising event(s)
- Develops, implements and monitors annual fundraising campaigns (acquisition, renewal and upgrade) including direct mail, e-campaigns, online giving, and year-end campaigns focused on entry-level and mid-level gifts from individuals
- Contributes to the maintenance of accurate and complete donor constituent records
- Records all contributions in fundraising database; prepares and distributes written gift acknowledgements, receipts and reports
- Assures timely gift stewardship and appropriate recognition for all contributions, Including preparing donor recognition signage, lists, planning of sponsor/donor recognition events, exhibit openings
- Manages a portfolio of 25+ prospects and corporate and individual donors including relationship building, asking and stewarding

***Non-Essential Functions:***

- Participates in development of the AMA annual fundraising plan, including recommending goals and strategies for annual campaigns
- Creates gift/donor reports and mailing lists from fundraising database; analyzes and reports on annual gift data and trends
- Works closely with event volunteers and as appropriate, a special events contractor
- Works with the Chief Development Officer and Marketing and Public Relations department to develop donor communications and materials, and ensures quality and accuracy of all Annual Giving documents and projects
- Works closely with Chief Development Officer and Donor Relations Manager on identifying and cultivating prospective leadership donors
- Performs other duties as assigned

***Knowledge/Skills/Abilities:***

- Successful experience in individual and corporate fundraising
- Strong social and people skills, and knowledge of the community
- Demonstrated ability to work as part of a development team which includes staff, board members, and volunteers
- Must have a positive attitude, utmost integrity, strong sense of discretion and mature personality conducive to dealing appropriately and effectively with all levels of donors, staff, board, and volunteers
- Excellent verbal and written communication skills; demonstrated experience in writing donor-centered fundraising communications, solicitations and stewardship communications
- Ability to develop and evaluate donor prospect lists, establish contacts and successfully elicit support for the Anchorage Museum
- Strong management, planning, delegation, and follow-through skills, with attention to accuracy and detail

- Computer proficiency in use of fundraising (e,g Altru), word processing, and spreadsheet software
- Ability to maintain donor confidentiality as appropriate
- Ability to train and motivate volunteers and generate enthusiasm in fundraising and other volunteer activities
- Ability to work independently and accept direction and supervision relative to assigned task

***Qualifications:***

- Bachelor’s degree in fundraising, marketing, or related field
- Three to five years of successful experience in development and fundraising for a recognized non-profit institution (may be substituted with experience in non-profit marketing and public relations)
- Ability to speak, read, and write English fluently
- Two years’ experience working in museums or a similar environment preferred
- CFRE preferred

***Employee Expectations:***

As an Anchorage Museum employee, the incumbent is expected to model the following traits:

- Foster and maintain open communication and collaboration and actively engage in the exchange of ideas and maintaining constructive relationships
- Be creative and take initiative in all aspects of the position
- Lead by example by maintaining a high standard of professional ethics and conduct at all times
- Treat everyone with dignity and respect at all times
- Support and uphold the policies, procedures of the Museum

***Physical Demands***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; talk or hear. The employee is regularly required to stand; walk; and occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

***Work Environment***

The work environment characteristics described here are typical of an office environment and representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.