



**Job Description**

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| Job Title:<br><b>Individual and Corporate Gifts Officer</b> | Updated: June 2023                             |
| Department:<br><b>Development</b>                           | FLSA Status:<br>Exempt (non-overtime eligible) |
| Reports to:<br><b>Deputy Director of Development</b>        | Full-time (Monday-Friday schedule)             |

**Job Summary:**

The Individual and Corporate Gift Officer is responsible for the cultivation and stewardship strategies of a portfolio of Individual and Corporate Donors. The Individual and Corporate Gifts Officer also provides fundraising support to TMA Development staff and Executive Director who engage with individual and corporate donors. The position will also work in concert with the Membership and Special Events Manager to support the museums annual fundraising events and membership initiatives. The ideal candidate will work closely with the whole Development Team on how to best position the organization in front of individuals, companies and corporations and plays a key role in reaching the team fundraising goal of \$2 million+ for annual budget and increasing individual and corporate commitments.

**Job Duties and Responsibilities:**

**Fundraising:**

- Research, solicit, cultivate and manage a portfolio of donors of various sizes.
- Build and manage a portfolio of 75+ donors and prospects with an annual giving capacity of \$1,000 - \$25,000+.
- Serve as liaison for incoming corporate inquiries to ensure alignment, timely response and implementation of relationships; expand, enhance and retain partnerships.
- Develop relationships and corporate partner initiatives with a focus on all perspectives of programs and services.
- Collaborate with Development staff, Community Engagement Staff, and Facility Rental Manager to manage fundraising relations and introductions for new and existing partnerships.
- In coordination with Development team and programs, develop multi-year fundraising goals, strategies and prospect list.
- With support from the TMA marketing and communications team, create presentations, program and project descriptions, and customer-facing messaging and other releases of information in order to cultivate relationships and enhance branding.
- Maintain a current, thorough, and accurate understanding of the Museum's exhibitions, community engagement programs, naming opportunities, and funding priorities to effectively connect funding needs to donor prospects.
- Utilize Member events, including Member Hour, Curated Cribs, and Tours, to cultivate relationships.
- Work closely with the Deputy Director of Development to identify and cultivate prospective donors for TMA Endowment.
- Assist with sponsor and donor tracking for events, fundraisers, and exhibitions, in coordination with the Development Team

- Expected to spend 50%-70% of weekly time building relationships, on donor calls/appointments, cultivating and soliciting gifts. Build relationships and execute donor solicitations with a combination of in-person and virtual opportunities.
- Maintain interactions and move management strategy in the database and hard copy record, as appropriate.
- Meet with the Deputy Director of Development weekly/monthly and keep appropriate staff up to date on interactions with donors, including research information, and goals and outcomes of donor meetings. Proactively communicate with other Museum staff/departments as to the progress of fundraising administration needs/initiatives to ensure effective cross-departmental collaboration.
- Work with all segments of the Museum to understand departmental opportunities for program sponsorship, assist in developing sponsorship materials including engaging and inspiring letters and proposals, donor and member brochures, corporate brochures, and response vehicles.
- Develop stewardship reports along with annual report and impact summaries in coordination with the Deputy Director of Development, and cross-departmental teams.
- Work cross-departmentally with leadership and Museum teams to ensure proper corporate sponsor recognition on internal/ external signage and marketing materials.
- Provide support to the Development Administrative Assistant Manager and the Finance Department to manage the gift recording, acknowledgments, and stewardship reports.
- Ensure appropriate corporate thank you letters for fundraiser and event sponsors, work in coordination with the Development Administrative Assistant Manager to prepare mailings where appropriate.
- Work in coordination with the Development Team to leverage partnerships and sponsorships for cost savings.
- Work in coordination with the Deputy Director of Development to initiate sponsorships for select events.
- Champion the Museum's fundraising messaging, in coordination with the Deputy Director of Development; draft specialized proposals and pitches for prospective donors and assist the Executive Director and Deputy Director of Development with producing pitch materials where applicable.
- Serve as support for all Development Events and Fundraisers including but not limited to Women's Luncheon, Sidewalk Art Show, Opening Party, Chairman's Dinner & Summer Celebration, Tastings at the Taubman events, and VIP events.
- Actively participate in weekday, evening, and weekend Museum programs, fundraisers, and events as assigned.
- Maintain an active understanding of the department mail processes, including processing check deposits with another staff member present and entering data into the CRM database, as needed.
- Coordinate with the Development and Administrative Assistant Manager on any discrepancies in reporting between donor database and accounting software, including updates to vendor invoices as needed.
- Work cross-departmentally to donor and sponsor benefits are fulfilled and recognized properly on event materials.

### **General Duties:**

- Manage and implement Development Team updates to the Museum's website, in coordination with the Deputy Director of Development the Membership and Special Events Manager.
- Work in coordination with the Deputy Director of Development and Executive Director to seek out and secure quarterly speaking engagements, to promote the Museum at its events/programs.

- Work with the Visitor Services Manager, and in conjunction with the Development Team, to identify and fill department volunteer needs.
- Provide staff leadership and oversight of the 110 Society Steering Committee, with the support of the Membership and Special Events Manager.
- Perform other tasks as assigned by the Director of Development, Executive Director and/or the Board of Trustees.

**Knowledge, Skills and Abilities:**

Strong interpersonal skills, work ethic, and self-discipline to work both independently and within a team of individuals with diverse backgrounds. Strong verbal and written communication skills. Detail-oriented with strong organizational, analytical, communication and planning skills. Ability to prioritize and manage multiple tasks and a variety of demands. Demonstrated ability to meet financial goals with proven track record of growth in development and fundraising with endowment and planned giving knowledge; think strategically and creatively; persuade others. Knowledge of development principles and non-profit organizational management to assist with a comprehensive fundraising program. Demonstrated writing ability and willingness to be hands-on in a role that is demanding and requires a high level of energy. Ability to lead, coach, train, and motivate members of the development team and benefit volunteer committees. Commitment to integrity and confidentiality and a high-degree of accuracy and ethicality with record keeping. A positive outlook and willingness to learn and grow. Passion for the Museum's mission to bring art and people together for discovery, learning, and enjoyment.

**Training, Education and Experience:**

- Bachelor Degree required.
- 6-10 years of increasingly responsible advancement experience in fundraising required, in particular managing a portfolio with demonstrated success in closing gifts between \$2,500-\$25,000+.
- Experience in strategic planning for development, membership management, major gifts, capital campaigns, corporate and marketing initiatives.
- Management experience preferred; ability to manage multiple priorities and meet deadlines.
- Experience in nonprofit arts and culture organizations and experience with corporate giving preferred.
- Ability to interact effectively with a wide variety of corporate decision makers in areas such as sustainability and corporate social responsibility.
- Ability to leverage corporate relationships and fundraising in support of the Taubman Museum of Art objectives for communications, marketing and branding.
- Excellent oral and written communication skills.
- Self-starter with demonstrated ability to work well independently and as part of a team.
- Organized, detail-oriented, possessing a builder's mentality and strong work ethic. Passion and interest in the mission of The Taubman Museum of Art.

**Special Requirements:**

Must be available to work flexible hours weekly, including nights, overnights, and weekends as needed. Must possess and maintain a valid driver's license and maintain a driving record acceptable to the Taubman Museum of Art and its insurance carrier(s).

**EEOC Statement:**

The Taubman Museum of Art is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment

without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status or any other federal, state or local protected class. The Taubman Museum of Art is also committed to comply with all fair employment practices regarding citizenship and immigration status.

**Taubman Museum of Art is committed to creating a diverse environment:**

At the Taubman Museum of Art we each contribute to inclusion—we all have a role to play. Our culture is the result of our behaviors, our personal commitment, our curiosity, how we collaborate, and the ways that we courageously share our perspectives and encourage others to do the same. In turn, our inclusive culture inspires us to try new things and share information openly and transparently. It brings us together in ways that help us stand out. Our inclusive culture empowers all of us to connect, belong, and grow.