

Phoenix Art Museum is looking for a **Major & Planned Giving Officer** to build, manage, grow, and steward individual and planned giving to the Museum. Will be building a major gifts program for the Museum, to include prospect researching, planning, coordinating, building relationships with, and soliciting potential and existing individual major and planned giving donors. A focus on building major unrestricted and restricted individual and planned gifts from \$25,000 to \$250,000, and beyond.

**Job Duties:**

1. Create strategic annual and multi-year fundraising, cultivation and stewardship plans to ensure major and planned giving fundraising goals are met. Oversee the planning and coordination of major and planned giving recruitment and recognition events.
2. Work with Development Prospect Researcher to identify and gather research information on new prospects.
3. Develop and maintain ongoing relationships with Museum individual, major and planned giving donors.
4. Meet with donors
5. Manage a portfolio of outright and planned giving donors
6. Meet with Museum colleagues across divisions to understand and determine project and departmental goals and objectives, scope feasibility, and funding needs for programs, projects and operations. Maintain current files on present and future programs and projects.
7. Update and create major and planned giving collateral and other outreach materials, and manage those portions of the Museum's website.
8. Build and expand a professional major and planned giving program with thorough assessment of giving potential, stewardship and communication activities, prospecting potential, and industry benchmarking and alliance.
9. Work with Donor Relations & Stewardship Officer to oversee the stewardship process for major and planned gifts, to include acknowledgement of gifts and fulfillment of benefits.
10. Work with Development Information Systems department to maintain database records and prepare reports.
11. Work closely with Director of Development, Accounting team and Deputy Director of Advancement to contribute to management of planned giving and departmental budget.
12. Provide support and attend evening and weekend Development events as needed.

**Minimum Qualifications:**

1. Bachelor's degree, preferably in arts/non-profit administration, business, marketing or related field.
2. Minimum of 5-6 years front line experience fundraising for a non-profit organization, with focus on individual major and planned giving.
3. Proven success in prospect identification, cultivation, stewardship and solicitation of major and planned gifts.

**Knowledge of:**

1. Museum programs and practices, especially as they relate to the need for individual major and planned giving funding and support.
2. Fundraising cultivation and solicitation strategies applicable for planned giving.
3. Financial instruments related to planned giving
4. Phoenix Art Museum and its importance in the community

**Skill and ability to:**

1. Provide leadership and build strong interpersonal relationships.
2. Successfully close major and planned gifts
3. Successfully initiate contact with current and prospective donors through various channels of communication including verbal and written communication.
4. Communicate effectively and present complex ideas in a clear and compelling manner, both verbally and in writing. Demonstrated skill in written communications including but not limited to correspondence, proposals, and reports.
5. Resolve complex problems with skills and diplomacy.
6. Plan, organize and accomplish multiple projects concurrently.
7. Travel throughout the Greater Phoenix Metro area
8. Work effectively with a variety of Museum supporters, visitors, members, volunteers and staff.
9. 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-MPGO to HR@phxart.org**

Job Status: Regular, full-time, exempt  
EOE

Annual Salary Range - \$65,000-\$75,000