



JOB POSTING

Job Title:	Director of Major Gifts
Department:	Institutional Advancement
Direct Supervisor:	Vice President for Institutional Advancement
FLSA Status:	Exempt
Full-time/Part-time:	Full-Time
Salary:	\$63,000 – 68,000
Date Prepared/Revised:	July 2022

I. SUMMARY

The Director of Major Gifts requires an experienced, dynamic, collaborative, and entrepreneurial fundraising professional to assist the RMSC (Rochester Museum & Science Center) in developing and deepening a robust and sustainable philanthropic program. The Director of Major Gifts must have strong major giving and capital campaign experience with proven results in moving a donor through the major gift cycle. The Director of Major Gifts is an integral part of a balanced development team at a critical time in its growth and expansion to new prospects. The Director of Major Gifts is responsible for strengthening existing donor relationships, identifying and cultivating new potential donors, and securing major gifts in support of the organization's mission and capital campaign. This position will work with the Advancement team to establish overall department policies, long and short-term goals, and strategies and approaches to ensure successful major gift fundraising.

The Director of Major Gifts will work with senior leadership, the Development Committee and the Campaign Committee to advance RMSC's *Campaign for Innovation* capital campaign and develop an ongoing major giving program. They will be responsible for participating in directing logistics of the capital campaign including, but not limited to, budget planning, volunteer engagement, campaign reporting, and donor strategy planning. The *Campaign for Innovation* is a \$10 million capital campaign focused on generating new, exciting, and innovative spaces, updating content and increasing interactive learning experiences at the RMSC Museum and Science Center, Strasenburgh Planetarium, and Cumming Nature Center.

Work schedule will include some flexible hours, weekends, weekdays, evenings, holidays, and extended hours to meet the organization's needs.

II. RMSC CORE VALUES

- Supports the RMSC Core Values of Community, Innovation, Excellence, Lifelong Learning and Integrity

III. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work collaboratively with the President & CEO, VP for Institutional Advancement, Board of Trustees, Development Committee and Campaign Committee to identify major gift prospects and leadership level giving prospects from within and outside RMSC's network.

Work with VP of Institutional Advancement to oversee the work of the Capital Campaign Committee in all aspects of campaign fundraising.

- Participate in campaign cabinet and board meetings and regularly report on campaign progress.
- Lead research and development of individual strategies for prospects and create comprehensive stewardship plans.
- Manage a portfolio of a minimum of 125 prospects, including: the identification, cultivation, solicitation, and stewardship of existing leadership-level giving prospects (\$1,000+) and major gift prospects (\$25,000+).
- Refine the existing prospect information management system, as needed, to best support and track major gift and campaign progress. Ensure all prospect activities and communications are accurately entered into Altru in a timely manner.
- Collaborate with Corporate and Foundation Relations Manager and Grants and Government Relations Manager to secure funding from private and corporate philanthropy. Work with Manager of Events and Hospitality to plan and execute cultivation and stewardship events.
- Assist VP in maintaining a master campaign calendar and manage design and implementation strategies for various campaign activities, including campaign kick-off, donor cultivation and stewardship events, and campaign celebration.
- Work with the Advancement team and Director of Marketing and Communications to produce and refine needed campaign materials, campaign updates and reports via print, website and social media. Work with the Director of Marketing and Communications to incorporate the capital campaign messaging and relationship building into the existing communications tools, events, and solicitations.
- Other duties as assigned.

IV. SUPERVISORY RESPONSIBILITIES

- Develops customer service standards.
- Completes performance appraisals for direct reports and recommends further action (pay adjustments, additional training, disciplinary action, etc.)
- Monitors employees' attendance, approves excused absences, and verifies and approves timesheets.

V. COMPETENCIES

Informational/Technical:

Appropriate use of the internet, intranet, email, paging system, payroll system, phone system, and computer systems. Working knowledge of Altru or other donor database solutions and wealth screening tools is essential.

Communication:

Ability to communicate effectively, politely, professionally, and comfortably with all guests and staff. Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; and participates in meetings. Extremely high proficiency for clear and informative written communication. Ability to read complex written information and also to be able to interpret data from multiple sources.

Decision Making and Reasoning Ability:

Must be dependable, organized, and able to adapt to changing demands and environments; the ability to apply common sense and understanding to carry out instructions delivered in written or verbal form. Ability to maintain confidentiality.

Time Management:

Ability to set priorities and to meet established deadlines without direct supervision. Ability to effectively transition between multiple duties. Ability to take initiative and identify projects in

need of completion.

VI. QUALIFICATIONS

Bachelor's Degree required and a minimum of five years of major gift fundraising experience, preferably in a campaign setting. Proven success in closing gift solicitations at the five to seven figure level. Knowledge of Google and Microsoft Suites required. Familiarity with CRM solutions preferred; Altru knowledge is a plus.

VII. PHYSICAL REQUIREMENTS

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 will be made to support individuals with disabilities.

Must be able to see, hear, speak, and type. Must be able to sit or stand for extended periods of time and occasionally lift up to 20 lbs.

VIII. WORK ENVIRONMENT

While performing the duties of this job, the noise level in the work environment is usually quiet. Ability to travel locally for business meetings/functions including occasional overnight travel as job requires.

Please submit your resume & cover letter to Sue MacDonald, Senior Director of Human Resources at smacdonald@rmsc.org

Deadline to apply: August 5, 2022

Due to the high volume of resumes we receive, no phone calls please.

This job posting reflects management's assignment of essential functions and does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. RMSC is committed to creating a diverse environment and is proud to be an equal opportunity employer. This policy expressly prohibits discrimination based on sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, disability, genetic predisposition, gender identity or expression, carrier status, domestic violence victim status, veteran status, or status as a member of any other protected group or activity.