

Corning Museum of Glass

Major Gift Officer, Capital Campaign

Status: Temporary, Full-Time
Time Frame: Two-Year Appointment
Department: Advancement
Reports to: Chief Advancement Officer

Summary:

Serves as a frontline fundraiser for the Museum's StudioNEXT Capital and Endowment Campaign. Manages a portfolio of prospects and donors targeted for capital and endowment campaign giving. Conducts in-person, and when necessary, virtual visits to identify, qualify, cultivate, solicit, and steward prospects capable of making a special gift of five, six, and/or seven-figures. Collaborates with the Chief Advancement Officer (CAO), Campaign Committee, and other members of the Advancement Team to create and successfully execute strategies to expand the campaign and major gifts pipeline by initiating and developing relationships with those in a position to be philanthropic with the Museum and those that are specifically interested in supporting the vision and purpose of the Capital Campaign. The focus for the Major Gift Officer (MGO) is prospects residing outside of Corning.

Responsibilities:

Portfolio Development and Fundraising

- The MGO will be provided with a pool of 125-150 rated prospects identified as major and leadership gift capable (5, 6 and 7 figure) or campaign gift capable (4 and 5 figure) and will qualify or disqualify the prospect for next steps and moves within the Capital Campaign pipeline.
- Works in collaboration with the Pipeline Development Team to establish a working portfolio of 50-75 prospects in various stages and qualifies, cultivates, solicits and closes gifts, continuously moving prospects into and through the pipeline to maintain active prospects in the pipeline of at least 30 and at most 50.
- Participates actively in prospect review and pipeline development meetings with the Capital Campaign Committee, CAO and other Advancement Team members to determine cultivation and solicitation strategy and to coordinate schedules with the other frontline fundraising work being performed by CAO, the Manager, Institutional and Planned Giving (MI&PG) and/or Museum leadership.
- In collaboration with the CAO, plans a schedule of discovery calls and personal visits either in person or virtually, moving prospects to donors and preparing prospects for cultivation or solicitation visits by Campaign Committee leadership and volunteers.
- Works independently to conduct 10-15 prospect visits per month; travel expectations are approximately 75% working from the road. Independently and with other leadership or Campaign Committee members solicits and closes gifts of four, five and six figures.

- Participates in Campaign events to identify new prospects, cultivate existing prospects and steward StudioNEXT donors.

Donor Relations and Stewardship

- Tracks all prospect outreach, insights, notes, and information in Raisers Edge (customer relationship management software) in a timely fashion. Prepares and files contact reports and follows effective prospect management system recording guidelines.
- Reports back to the CAO and Pipeline Development Team results of visits to provide a quick snapshot of meetings and to move forward prospects with the highest potential.
- Collaborates with the Advancement Associate, Donor Relations and Research to prepare gift agreements, gift intent forms and pledge schedules, and if appropriate, offers and obtains confirmation of recognition opportunities.
- Works with the Advancement Team to ensure that Campaign donors receive Campaign-specific and other appropriate Museum communications, invitations to events, and are continuously engaged and stewarded throughout the campaign.
- Attends and participates in Campaign outreach, cultivation, and stewardship events both on CMOG's campus and off-site.

General

- Supports and amplifies the Museum's commitment to diversity, equity, accessibility and inclusion.

Qualifications:

- Respect and exemplify the values of The Corning Museum of Glass in all interactions with colleagues, staff, volunteers and the public.
- Ability to represent the Museum in a professional manner.
- Adhere to all prescribed organizational and departmental policies and procedures.
- Appreciate cultural environments; interest in the arts and museums; experience at a complex non-profit and/or arts and cultural institution preferred.
- Ability to work independently, as well as in a team, with a track record of successful collaboration.
- Bachelor's degree required.
- Minimum seven – ten years' experience in non-profit fundraising and securing major gifts; record of success securing six and seven figure gifts preferred.
- Demonstrated experience using Raiser's Edge or equivalent CRM database.
- Demonstrated knowledge of and experience with Microsoft Office Suite, MS Teams and SharePoint.
- Ability to quickly learn, embrace and communicate the vision, purpose and plan for the Capital Campaign.
- High level of energy and self-directed initiative required.
- Demonstrated ability to think strategically and creatively about maintaining an active and consistent schedule of visits with rated prospects and involving the Museum's senior gift officers when appropriate.
- Excellent project management skills, including the ability to establish and monitor priorities and meet deadlines in a fast-paced environment.

- Excellent interpersonal skills.
- Excellent written and verbal communication skills.
- Some weekends and/or evenings required; flexibility in hours necessary.
- Extensive regional and/or domestic travel and some international travel, as needed.

DRWaterstone is leading this search for Corning Museum of Glass. For more information and to apply, please visit driwaterstonehc.com.