

**St. Augustine Lighthouse and Maritime Museum, Inc.
Job Description**

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| Job Title: | Major Gifts Officer | | |
| Reports To: | Executive Director | | Salaried |
| Division: | Development Division | FLSA: | Exempt |

Job Summary:

As the Major Gifts Officer for the St. Augustine Lighthouse & Maritime Museum (the Museum) you will design, develop and execute the success of our major gift program in partnership with the CEO and Board of Directors. You'll be responsible for managing and cultivating relationships with existing major donors as well as identifying new prospects. An ability to identify and understand donor interests and motivations for giving that align with the Museum's mission is key. You will be expected to energize team members, connect current and prospective donors to the mission, and build long-term relationships. You will report to the Museum Executive Director and work with the Board of Trustees and Board Development Committee while providing ethical leadership of the development program.

Major Responsibilities:

As Major Gifts Officer, you have the opportunity to:

- Help donors accomplish their philanthropic goals and ambitions through a relationship with our organization
- Secure major gifts of \$15,000 and up; plus a major \$MM goal amount annually.
- Manage systems and software to accurately track and cultivate donors and prospects; and analyze results utilizing our donor database and wealth screening tools
- Manage an existing portfolio of donors, members, volunteers and prospects by creating a call to action focused on donor passions
- Work with the development department and staff the Board Development Committee to align efforts, set goals and work collaboratively to exceed them
- Create and implement management plans aligned with the Museum Strategic Plan.
- Make in person and/or virtual face-to-face solicitations, and assist the board and other staff with their solicitations (e.g. provide portfolio development support, strategic counsel, and help with donor communications)

- Acknowledge major donors through public and private recognition including thank you letters
- Track and report progress using specific metrics
- Some travel to meet with prospects is required.
- Supervisory responsibilities include management of team goals
- Perform other duties as assigned

This job might be for you if

- People have asked if your middle name is “Fundraise.” You’re a true people person with an outgoing nature. You’re a self-starter and driven by results.
 - You have at least 5+ of years of nonprofit fundraising experience and results - having shown an ability to secure individual and major gifts and meet objectives. You make donors feel valued because you’re sensitive to their needs.
 - You are comfortable using a donor database, prospect research and other wealth screening tools to aid in your moves management process, and can help the Museum improve in these areas.
 - You are a relationship builder. You establish and maintain good working relationships throughout the organization and with outside constituencies.
 - You have honed your writing and speaking skills and use them to inspire people to action.
 - You are organized, prepared, detail-oriented and follow through on promises.
 - People are inspired by your determination. You lead by example and bring people in line with a vision and motivate them to reach goals.
 - You will also have some **light physical demands** (i.e. spending hours listening and talking; working on the computer and phone; driving to appointments and events; and occasionally working long days, nights or weekends).
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Qualifications:

- BS degree required. MA preferred.
- Previous fundraising experience preferred.
- Proven track record of fundraising success. CFRE preferred.
- Organized and people oriented.
- Necessary computer skills and experience with word processing and database management with a focus on accuracy. Excellent presentation and written and

oral communication skills. Excellent planning and organizational skills. Outstanding interpersonal and managerial skills are required.

- Has the ability to work independently, manage multiple projects effectively and meet deadlines. Has met previous development fundraising goals for other organizations and can demonstrate the same. Team player and planner.
- Knowledge of the local community is a plus.

Essential Functions/Physical Requirements:

- The duties above indicate the critical functions in the job. Physical requirements are those present in normal office environment conditions. A moderate amount of business travel is required.
- Must be able to climb the lighthouse tower with donors and (when required - perform required public tour guide duties for periods of 2.5 – 3 hours in Florida climate). Operational flexibility is expected to meet sudden and unpredictable business needs.
- Able to lift 25-30 pounds.

Compensation Commensurate with Experience:

Range \$50,000 to \$82,000

Interested well qualified Applicants should send Cover Letter, Resume / CV to:

Martin Corlieto

mcorlieto@staugustinelighthouse.org