

Job Description- Major Gift Officer

The Holocaust Memorial Resource & Education Center of Florida's mission is to use the history and lessons of the Holocaust to build a just and caring community free of antisemitism and all forms of bigotry and prejudice.

Responsibilities

The Major Gift Officer's role is to actively support the short- and long-term fundraising plans set forth by the VP of Marketing & Development related to philanthropic efforts for the Holocaust Center's programs, exhibits and operations, as well as the multi-million-dollar capital campaign for a new Holocaust Museum in downtown Orlando. Responsibilities include identifying, cultivating, and soliciting major gifts as well as corporate sponsorships, conducting appropriate stewardship activities, identification of planned giving opportunities and family foundations to approach for philanthropic support.

The MGO will have the following chief accountabilities:

Major Gifts, Exhibit & Program Sponsorships

- Identify and secure major gifts and multi-year pledge commitments of \$25,000-\$100,000.00+
- Identify and cultivate new relationships with potential donors, community leaders, and current investors, conduct prospect research, and execute proper donor correspondence and acknowledgement.
- Help oversee moves management system for capital campaign and ensure timely and appropriate communications with stakeholders.
- Make introductions as needed to the VP and CEO and set up meetings to close 6-7 figure gifts/pledges whenever possible, including blended gift and planned gift opportunities.
- Regularly meet with the VP of Marketing & Development to strategize individual plans for prospective donors in all pipelines.
- Record activity and track progress internally through DonorPerfect.
- Create biweekly contact reports on activity and donor status for personal pipeline
- Work with all appropriate staff/team members to identify exhibition and program sponsorship opportunities and share strategically
- Work and interact with Board Members to encourage major gifts and corporate sponsorships
- Prepare and present MG proposals that solicit support for current Holocaust Center needs or compliment the new Holocaust Museum Case for Support and naming opportunities
- Assist in new Exhibit Ambassador Committees to identify and explore leads and enhance donor pipelines
- Attend networking events and community functions to represent HMREC, form new relationships, raise awareness, and identify potential philanthropic and collaborative partnership opportunities.
- Maintain pulse on monthly and quarterly fundraising metrics

- Actively and creatively work to achieve annual fundraising goals for Holocaust Center operations and programming as well as the capital campaign for the Holocaust Museum for Hope & Humanity

General

- Work with leadership to stay in synch for all efforts and ensure consistent branding and messaging
- Develop innovative strategies for identifying and engaging diverse constituents vital to achieving the Holocaust Center's annual fundraising goals and expanding present donor base.
- Attend community special events and represent the Holocaust Center in a positive light
- Maintain positive relationships that inspire others to join in the mission and work of the Holocaust Center or deepen their engagement.
- Maintain current records in database - add key information, activity, and relevant information to ensure proper cultivation, stewardship, and retention.
- Identify challenges and recommend solutions, display balance with competing priorities and work collaboratively with colleagues.
- Other duties as assigned.

Qualifications

- Minimum of 7 years in a development role with a focus on Individual/Corporate and Major Gifts.
- Bachelor's degree in related field (Nonprofit Management, Marketing, Business)
- Confidence in presenting Case for Support materials to engage and cultivate potential donors with significant capacity and propensity
- Demonstrated experience and success in securing cash gifts and pledges between \$25,000-\$100,000+
- Experience in requesting and pursuing blended gifts and planned gifts.

Key Competencies & Attributes

- Experience in networking
- Project Management and Prioritization Skills
- Excellent Communication Skills
- Core Process or similar MG process experience for gift acquisition & management
- Volunteer and/or board member relations
- Core Values aligned with that of the Holocaust Center mission and vision
- Proactive and collaborative spirit and driven personality
- Knowledge of DonorPerfect database platform or similar and Crescendo software are a plus, but not required

What You'll Receive

- Competitive salary in the local nonprofit marketplace.
- A comprehensive benefits package, including health insurance, retirement options, and vacation/sick time.
- Great professional development, mentoring, and skill building opportunities.
- Opportunity to be part of a growing organization set to open a new, state of the art, iconic museum in downtown Orlando.

To apply, please submit a current resume and cover letter to:

Kathy Turner @ kturner@holocaustedu.org