



## **Major Gifts Officer**

The Maryland Center for History and Culture (MCHC) seeks a dynamic fundraising professional to join our Advancement Department as a Major Gifts Officer. Reporting to the Vice President of External Affairs, the Major Gifts Officer will steward a portfolio of approximately 100 donors that generates funds through high-net-worth individuals and family foundations inclusive of annual fund, restricted, and planned giving support.

The ideal candidate is a self-starter who is a strong internal and external collaborator, and has the capacity and skills to make direct gift solicitations and help significantly expand the individual donor base. In addition to stewarding MCHC's existing pool of major gifts, this position will have a focus on prospecting, qualifying, cultivating, and the closing of gifts from new donors. This position works closely with the Advancement Operations Manager and Annual Fund and Membership Coordinator within a moves management system that engages MCHC visitors and general supporters in a cultivation pipeline resulting in enhanced support of the organization.

### ***Responsibilities***

- Develops and implements a plan to identify, cultivate, solicit, and steward individual donors in support of the organization's annual fund and long-term priorities, both at the major gift and principal gift level. This includes a detailed assessment and realignment of the major gifts programs with multi-year goals;
- Manages a portfolio of 100+ donors and prospects. Proactively creates and implements strategies for the cultivation, solicitation, and stewardship of donors to make annual major gifts, including those for fundraising events;
- Collaborates with the Advancement Operations Manager to record stewardship activities, donor information, and gifts in our Salesforce database;
- Support and grow the organization's relationship with members of the Board of Trustees and committee members through solicitation strategies and the drafting and coordination of regular communication material;
- Provides auxiliary support to MCHC leadership in their donor relations work by contributing to strategy briefs and prep meetings;
- Collaborates with the Advancement team on prospect research efforts and management of a pipeline of current and prospective donors;
- Collaborates with the Advancement team on production of special cultivation events and fundraising initiatives.

### ***Qualifications***

- Three or more years of professional fundraising experience,
- Demonstrated experience and skill with individual fundraising planning and goal setting;

- Experience preparing and staffing volunteers on donor relationship-building, cultivation, and solicitation;
- Demonstrated experience and skill with all aspects of prospect relationship-building, including cultivating, soliciting, and stewarding major gifts (\$50,000 and larger); experience with organizations seeking to grow and deepen qualified prospect pools;
- Experience working with prospect and donor information systems and reporting tools, including Salesforce or comparable systems;
- Experience working with board members and volunteers in a fundraising context, including development committees, major gift committees, etc.;
- Excellent interpersonal and communications skills;
- Experience with, and interest in, working in a fast-paced team-driven environment;
- Interest in museums, history, art, and culture is a plus.

This is a full-time position. Full benefits package included. Some evenings and weekends required.

This is a full time, salaried position with benefits. The salary range is ***\$60,000 - \$65,000***

### **How to Apply**

Please email a cover letter and resume to [jobs@mdhistory.org](mailto:jobs@mdhistory.org). Subject line: Major Gifts Officer. Incomplete applications may not be considered. No phone calls, please.

### **About MCHC**

The Maryland Center for History and Culture is an equal opportunity employer that seeks to educate people of all ages about the American experience through the rich history of Maryland using their collections and to preserve important objects and archival materials from prehistoric Maryland to the present day.

The Maryland Center for History and Culture collects, preserves, and interprets the history, art, and culture of Maryland. By exploring multiple perspectives and sharing national stories through the lens of Maryland, MCHC inspires critical thinking, creativity, and community. Learn more at [mdhistory.org](http://mdhistory.org).