

**Weitzman National Museum of American Jewish History
Job Description**

Major Gifts and Capital Giving Officer

ORGANIZATION SUMMARY

The **Weitzman National Museum of American Jewish History** (The Weitzman), located on historic Independence Mall in Philadelphia, brings to life the 360+ year history of Jews in America. Tracing the stories of how Jewish immigrants became Jewish Americans, the Museum invites visitors of all heritages to share their own stories and reflect on how their histories and identities shape and are shaped by the American experience. An open door for all, The Weitzman Museum honors the past and contributes to a better future by sharing the power of imagination and ideas, culture and community, leadership and service, in ways that turn inspiration into action.

JOB SUMMARY

The Major Gifts and Capital Giving Officer is a full-time, salaried position and reports to the Chief Development Officer (CDO). The MG and CG Officer will play a vital role in meeting the Weitzman National Museum of American Jewish History's ambitious philanthropic income goals, with a focus on major gifts (\$25K-\$100K+) for both our annual and our newly launched Renewal Campaign for the Weitzman. As such, this position is responsible for identifying, engaging, cultivating, soliciting, and stewarding a portfolio of donors, prospects, and institutional stakeholders for annual and capital giving.

Additional primary responsibilities of the Major Gifts and Capital Giving Officer are to ensure all aspects of the major gifts program and capital campaign move forward, data is captured accurately, and individualized strategy is created for the organization's portfolio of major donors. This includes day-to-day details of campaign implementation, arrangements and notifications for meetings, campaign correspondence, monitoring gift and pledge records and conducting prospect research, as well as being the lead in database administration. This position will work with a variety of campaign volunteers, professional staff and donors.

JOB RESPONSIBILITIES

Major Gifts

- Work in partnership with the CDO to design and implement strategy for cultivating and stewarding major donors nationwide, towards annual and capital multi-year gift commitments and donor retention.
- Serve as primary relationship manager, cultivating, stewarding, retaining, and upgrading a portfolio of individual donors and prospects, moving each in an appropriate and timely fashion toward solicitation.
- Conduct ongoing detailed donor research on current/prospective donors for both annual and capital campaigns.
- Research and identify new prospects for major and capital gifts.
- Lead and administer Moves Management for major donors and prospects.
- Work closely with the Development team to manage relevant donor information and ensure its accuracy in the database.
- Assist in the creation and implementation of annual and capital campaign goals, objectives, and



timelines.

- Participate in weekly moves management meetings and work with CEO and CDO to identify prospective capital campaign and other major donors.
- Work collaboratively with the Museum's senior and programmatic staff (i.e., Curatorial, Education, Public Relations, Marketing, and Finance), as appropriate, to best engage donors.
- Become familiar with the Museum's programmatic needs for the purpose of effective donor cultivation and stewardship, using available resources and opportunities.

Capital Campaign

- Schedule, attend and support all capital campaign Committee meetings.
- Prepare all lists, reports and profiles concerning campaign prospects.
- Manage and maintain records of cultivation strategies, evaluations, solicitations, contact reports and results of all contacts with campaign prospects.
- Produce all capital campaign packets for prospect and donor visits with supporting documentation and follow-up correspondence.
- Produce all campaign correspondence including letters of acknowledgment.
- Maintain records regarding campaign gifts and pledges including payment schedules and the production of pledge reminders for outstanding pledge balances.
- Handle any incidental details related to the campaign as specified by the CDO
- Keep accurate and timely records of all constituent interactions in Raisers Edge database and provide regular reporting of major gifts progress including detailed contact reports.

QUALIFICATIONS

- Enthusiasm and passion for the mission of the Museum and a desire to share it.
- Bachelor's degree required and a minimum of 6-10 years of relevant work experience with proven record in major gift and capital campaign cultivation and solicitation, portfolio management including donor stewardship and major gifts Moves Management or similar process and prospect research.
- Proficiency in donor management systems and wealth screening software is required preferably Raiser's Edge NXT and Donor Search.
- Superior interpersonal and written and oral communication skills.
- A disciplined, strategic, and motivated professional with a strong work ethic.
- Flexible for some domestic travel and work evenings and weekends as needed.
- Schedule and Status: Full-time, Exempt
- Extremely competitive fringe benefits package including newly added Paid Family Leave
- Salary commensurate with experience
- Possibility of combination of in office and remote work.

Please submit your resume including salary requirements to: Employment@TheWeitzman.org