

Weitzman National Museum of American Jewish History

Job Description

Major Gifts Officer

ORGANIZATION SUMMARY

The Weitzman National Museum of American Jewish History (The Weitzman), on historic Independence Mall in Philadelphia, presents educational programs and experiences that preserve, explore, and celebrate the history of Jews in America. Its purpose is to connect Jews more closely to their heritage and to inspire in people of all backgrounds a greater appreciation for the diversity of the American Jewish experience and the freedoms to which Americans aspire.

The Weitzman's vision is to be the preeminent national museum creatively teaching, interpreting, and inspiring dialogue about the American-Jewish experience in the context of American history. The Museum will be a force fueling the American spirit of courage and imagination, aspiration and hard work, leadership, and service, through active engagement with the stories of American-Jewish life and tradition.

JOB SUMMARY

The Major Gifts Officer is a full-time, salaried position and reports to the Chief Development Officer (CDO). The MG 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+). This position is responsible for identifying, engaging, cultivating, soliciting, and stewarding a portfolio of donors, prospects, and institutional stakeholders.

JOB RESPONSIBILITIES

- Work in partnership with the CDO to design and implement strategy for cultivating and stewarding major donors nationwide, for annual and 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 and prospective donors.
- Research and identify new prospects for major gifts.
- Employ moves management for major donors and prospects.
- Work collaboratively with the Museum's senior and programmatic staff as appropriate, to engage donors.
- Become familiar with the Museum's programmatic needs for effective donor cultivation and stewardship, using available resources and opportunities.

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 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: \$125k - \$150k

Please submit your resume to: Employment@theweitzman.org. When submitting your resume, please include salary requirements.