

Georgia O’Keeffe Museum

Position Title: Manager of Leadership Giving
Department: Advancement & Communications
Location: Santa Fe, NM
Pay Range: \$58,000-\$62,000
Hours: Full-Time, Exempt

Position Description:

The Georgia O’Keeffe Museum is in search of a Manager of Leadership Giving to develop and implement strategies to identify, cultivate, and steward individual supporters of our mission to celebrate the art, life, and independent spirit of Georgia O’Keeffe. This position collaborates with fellow Advancement & Communications team members to ensure a holistic approach to donor management. This includes the evaluation of individual giving capacity and their inclination to make leadership gifts to the O’Keeffe. This position will interact directly with individual supporters in a variety of settings. Key areas of focus include gift qualification, initial stewardship and cultivation, event management, gift renewal, and benefit fulfillment.

***COVID-19 considerations:** Common surfaces are sanitized regularly; safety and cleaning measures are in place to prevent the spread of the virus. Masks and PPE are provided to all staff.

Responsibilities include but not limited to:

Donor Management

- Manage a list of current and prospective donors for leadership gifts, including initiating contact with current/lapsed supporters who require stewardship, have potential to increase their giving, and who can provide introductions to potential new supporters
- Create and implement short and long-term strategies for securing leadership gifts, including effective and personalized gift solicitations and stewardship
- Develop strong relationships between the O’Keeffe and individual donors through personal outreach and engagement, including timely responses to inquiries and special requests
- Manage relationships with business partners, as well as other vendors who provide in-kind donations to the O’Keeffe
- Create and track contributed income goals in collaboration with members of the Advancement team
- Maintain relevant donor information in the advancement database to ensure consistent and long-term relationship building, including tracking individual biographies, prospect research, and meeting notes. The O’Keeffe currently uses Raiser’s Edge, but will be transitioning to Altru in the coming months.

Event Management

- Create and implement compelling stewardship and cultivation events for supporters in a variety of settings, including organizing national and international travel programs for donors
- Manage event logistics, including tracking RSVPs, and work with staff members across the Museum to deliver engaging experiences for supporters
- Develop criteria for generating invitations lists from Altru and work with the Graphic Designer to create print and online event invitations

- Manage event expenses to align with department budgets

Special Projects or Additional Duties:

- Complete special projects or additional duties as assigned, and consistent with the skills, training, level of responsibility and other requirements for this position

Background and Qualifications

- 3 to 5 years of previous experience working with individual donors in a museum or nonprofit setting
- 2 to 3 years of experience in creating and managing stewardship and cultivation events
- Experience working collaboratively in a team environment
- Experience working with a donor management database
- Demonstrated ability to establish and maintain effective relationships with key supporters
- Willingness to work some nights and weekends as needed, as well as attend offsite events
- Bachelor's degree preferred; GED or High School Diploma required

Skills and Abilities

- Excellent communication skills, including the ability to communicate effectively in writing, in person, and over the phone
- Strong skills in project management, including ability to prioritize, multi-task, balance competing priorities, and meet deadlines
- Ability to read and understand financial reports, as well as track income and expenses for budget management

Benefits

This position is eligible for our full benefits package including medical, dental, vision, Life Insurance and Short/Long Term disability, 403b retirement plan with employer match, museum membership, retail store discount, Employee Assistance Program, PTO, Paid Holidays and much more!

To be considered, please send your cover letter and resume to:

Jobs@okeeffemuseum.org

The Georgia O'Keeffe Museum is an equal-opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.