



# THE AMERICAN CIVIL WAR MUSEUM

**Mission:** The American Civil War Museum explores, inspires, and promotes the public's understanding of the Civil War – its causes, course, and consequences.

**Position Title:** Major Gifts Officer

Immediate Supervisor: Chief of Staff & Director of Development

FLSA Status: Exempt

Job Type: Full-Time

Salary: Commensurate with Experience

**Summary:** The Major Gifts Officer (“Gift Officer”) has specific responsibility for assigned major gift (individuals and corporations) and planned giving prospects in the areas of qualification, cultivation, solicitation and stewardship. The Gift Officer develops relationships with current and potential donors in order to qualify, solicit and close gifts to support the American Civil War Museum (“ACWM”). The individual in this role reports to the Chief of Staff & Director of Development on a day-to-day basis on the entire range of Development activities of the museum. The Gift Officer assumes other responsibilities as assigned.

The Gift Officer is a key member of the Development team, which enhances the museum’s sustainability by inspiring audience engagement, increasing public awareness, and cultivating opportunities for financial/philanthropic giving. Through these efforts, the Development team broadens and deepens the museum’s audience and funding base for exploring the causes, course, and consequences of the American Civil War era. The team also enhances relationships between the museum, its audiences, and its partners; and supports the desired impact of the museum’s larger interpretive and strategic plans.

## Responsibilities & Duties

- Manages a portfolio of major gift and planned giving prospects with a focus on prospect qualification, cultivation, solicitation, gift closure and stewardship
- Establishes and maintains a results-oriented program of major gift and planned giving prospect qualification. Focuses on direct personal contact with donors and prospects through telephone calls, various correspondence and personal visits (both on- and off-site). This donor and potential donor engagement requires some travel and working, periodically, on evenings and weekends. This role is responsible for achieving both quantitative and programmatic goals each year.
- Manages specific objectives with particular attention to (a) the audience to be qualified, and (b) the number of personal contacts to be made both on-site and off, and (c) gift and pledge results
- Collaborates and partners with the President & CEO, members of the ACWM board, the Chief of Staff & Director of Development, and ACWM staff to identify, engage, invite, and steward donors
- Establishes and maintains productive working relations with donors, potential donors, and colleagues throughout the museum
- Develops strategies for and reports on substantive contacts with prospects. Creates next step strategies and maintains accurate and meaningful records of donor relationship status
- Prepares comprehensive short- and long-range plans, including plans for engagement and proposals for strategic events, in pursuit of annual goals. Plans will include a clear statement of objectives including timelines and follow-up activities
- Works with the Marketing team in developing engaging collateral and proposals
- Participates in and assists, as needed, with donor events



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## Job Requirements

Successful candidate will have a high degree of interest in associating with a not-for-profit educational institution, appreciate the importance of philanthropy, have a strong understanding of the relationship fundraising process and how it supports the mission of the ACWM, goal-oriented, and be strongly motivated.

Candidate will also:

- Possess the ability to speak and write convincingly about the importance of the ACWM's mission
- Be sensitive to the motivations of donors who support the museum
- Enjoy communicating and interacting with donors in writing, by telephone, and in person
- Be a good listener, use excellent judgment, and be responsive to the needs and interests of donors
- Be able to handle confidential material with tact and discretion, be willing to adapt to changing work priorities and to work non-standard hours, periodically, including weekends and evenings

## Required Qualifications

- Demonstrated success in fundraising including face-to-face solicitations of cash gifts
- Proven ability to exercise independent judgment and to plan and execute projects in conjunction with the President & CEO and the Chief of Staff & Director of Development
- Organized, detail oriented, and manages time wisely
- Exceptional writing, communication, and interpersonal skills
- Excellent analytical skills, proficiency with data and word processing systems such as Microsoft Office Suite and Google Suite
- Experience and proficiency with fundraising data management systems
- Ability to quickly possess or rapidly acquire a detailed knowledge of the ACWM and the workings of the museum's three sites
- Above generally gained through a four-year bachelor's degree plus a minimum of three years' experience performing similar work
- Must also possess a valid Commonwealth of Virginia driver's license and have an acceptable driving record

## Preferred Experience

- Experience with a wide range of philanthropic activities related to securing private and public support for museums
- Comfortable working with confidential financial information and working in a fast-paced environment where managing multiple tasks are the norm
- Able to work independently

To apply, send a current resume and a cover letter to Cara Sisson at [csisson@acwm.org](mailto:csisson@acwm.org)

Equal Employment Opportunity (EEO): The American Civil War Museum provides equal employment opportunities for all applicants and employees. We do not unlawfully discriminate on the basis of race, color, creed, ancestry, medical condition, religion, sex, national origin, age, disability, veteran status, marital status, sexual preference or any other basis prohibited by federal or state law or local ordinance applicable to our work locations. We also make reasonable accommodations for disabled employees if we are aware of the need for accommodation and if the requested accommodation does not cause undue hardship as interpreted from the ADA/ADAAA. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs. Finally, we prohibit the harassment of any individual.