

Individual Giving Officer

Department: Development

Reports to: Director of Development

Full-time exempt

The New Bedford Whaling Museum (NBWM) ignites learning through explorations of art, history, science and culture rooted in the stories of people, the region and an international seaport. The Museum is recognized as a compelling destination that inspires all visitors to reflect on the complex issues that shaped the past, remain critical today, and inform a sustainable future. Today, the Whaling Museum is a cultural leader of the South Coast serving more than 82,000 visitors and offering exhibitions, public programs and educational activities.

POSITION DESCRIPTION

The Individual Giving Officer is a key member of the Museum's five-member Development Team. Working closely with the Director of Development, this position will build and strengthen relationships with individual donors through careful prospect identification, cultivation, solicitation, and stewardship. This position leads the planning and execution of the Museum's Summer Benefit and Museum Fund annual giving campaign.

This is a role focused on relationship building, event management, and annual giving. To be successful, the Individual Giving Officer will develop a strong understanding of the Museum's mission, programs, and exhibitions, and utilize multiple strategies to communicate the Museum's impact and fundraising needs to existing and potential donors. This position prioritizes donor engagement through visits, calls, emails, appeal mailings, and cultivation events. The successful candidate is a strong relationship builder, collaborator, and convener, skilled at bringing people together and engaging them in support of a common mission.

CORE RESPONSIBILITIES:

- Lead the planning and execution of the Summer Benefit, which is the Museum's annual fundraising event. Work with the Director of Development to set event fundraising goals and budget and to solicit corporate and individual sponsorships, while working with the Special Events Committee and Associate Director of Special Events to execute the event.
- Manage the Museum's Cupola Society, a group of donors who annually contribute \$1,000+ to the Museum and receive special benefits including monthly Cupola Chats and Cupola Quarterly newsletter.
- Execute Museum Fund annual giving campaign. This includes appeal concept and mailings, assigning follow up calls, pledge tracking and follow-up, managing trustee solicitors, tracking gifts, and projecting campaign results.
- Develop and manage logistics for donor cultivation and member events throughout the year, such as the Members Holiday Party (mid-December), cultivation events for summer residents, and summer exhibition opening.
- Provide event and donor-related content for e-blasts, annual report, and other marketing materials.
- Provide planning and logistical support for Members Trips (local and international) and attend as needed.

- Maintain accurate and consistent individual donor records, queries and reports in the Museum's donor database, and run regular reports to track progress against fundraising and engagement goals.
- Reconcile gifts and pledges with the Finance Team to ensure accurate cross-departmental records; Provide gift documentation and records at the request of the Auditing Firm to help ensure a clean annual audit.
- Cross-train on gift entry and acknowledgement letters processes to serve as a back-up for those essential functions as needed.
- Provide additional support to the Chief Philanthropy Officer and Director of Development, as needed.

REQUIRED SKILLS AND EXPERIENCE:

- Two or more years of nonprofit development/fundraising experience
- High comfort with donor outreach and in-person donor engagement
- Experience organizing events or programs
- Ability to work effectively within a team and across departments to ensure deadlines are met
- Strong organizational skills, with a keen attentiveness to detail while meeting multiple deadlines
- Excellent written and oral communication skills
- Proficiency in donor database usage to track, manage, and analyze data (Raiser's Edge experience a plus)
- Reliable mode of transportation
- Ability to work occasional evenings or weekends, as needed, for donor and member events
- This is primarily a position based on-site at the New Bedford Whaling Museum with local travel required for donor visits. Occasional remote work is available.

SALARY RANGE: \$55,000 to \$60,000, depending on experience. This is a full-time position that includes a robust employee benefit package.

TO APPLY

Send cover letter, resume, and [Employment Application](#) to Sarah Budlong, Director of Development, at sbudlong@whalingmuseum.org. No phone calls, please.

The New Bedford Whaling Museum is committed to diversity among its employees and encourages qualified candidates from all backgrounds to apply.