



## POSITION POSTING

**Title:** Major Gifts Officer

**Organization:** Connecticut Museum of Culture and History  
(formerly Connecticut Historical Society)  
Hartford, CT

**Position Description:** The Major Gifts Officer is responsible for identifying, cultivating, soliciting, and stewarding a portfolio of 100-150 donors with the potential to make four-through-six figure gifts to support the Connecticut Museum of Culture and History (formerly the Connecticut Historical Society) as the organization anticipates a potential capital campaign.

**About Connecticut Museum of Culture and History and its opportunities:**

The Connecticut Museum is at an exciting moment in its history. As the organization prepares for its 200th Anniversary in 2025, the Connecticut Museum is committed to a five-year strategic plan to enhance its impact by elevating work with diverse communities across the state to develop engaging programs, events, and exhibitions. The Connecticut Museum is in discussions with the State of Connecticut regarding a potential public-private capital project which is currently in its early stages of conception. In support of this capital project, the Connecticut Museum anticipates launching a comprehensive fundraising campaign in 2024 with the ambition to expand its donor base with an emphasis on Fairfield County. In preparation for this anticipated campaign, the Connecticut Museum has completed a campaign readiness assessment, an extensive development assessment, and wealth screen of its prospects. The Connecticut Museum completed an institutional rebrand which launched to the public in June 2023.

**Responsibilities:**

- Work closely with the Chief Advancement Officer to design a major gift strategy aimed at increasing the overall dollars raised, and deepening our relationships with the Connecticut Museum's most committed supporters
- Develop and grow the Connecticut Museum's donor base and pipeline of individuals capable of making four-through-six figure gifts
- Collaborate with the Connecticut Museum colleagues and leaders to achieve organization fundraising goals
- Build and manage a fundraising portfolio of 100-150 active prospects, including:
  - Identify, research, and qualify leads and donors in close consultation with the Manager of Development Services
  - Create individual goals that match organizational needs to the passions, interests, and capacity of each individual prospect; set and achieve annual portfolio goals
  - Create a meaningful cultivation and solicitation plan for each prospect; execute and modify as circumstances change



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- Work with the Connecticut Museum program staff to secure project information to create exciting investment opportunities for prospects (front-end) and report gift impact to donors (back-end)
- Partner with the team to design and implement comprehensive, creative, and high-quality stewardship strategies that exceed donor expectations
- Ensure the integrity of the database by maintaining up-to-date and accurate donor information and contact reports
- Solicit four-figure annual fund gifts
- Identify, Cultivate and Solicit corporate support for exhibitions and programs
- Manage donor cultivation events including exhibition openings and small development gatherings
- Independently exercise ethical and sound judgement, and maintain the highest standards of donor privacy and confidence

**Skills, Experience and Education Required:**

- Demonstrated success in major gift fundraising with a minimum of 5-7 years of relevant professional experience, preferably with capital campaign fundraising experience
- A deep understanding of the Connecticut philanthropic market and key leaders in the Arts and Culture sector
- Exceptional written and verbal communication skills; ability to build relationships and inspire action from donors
- Comfort with public speaking

**For additional information**

Please visit: <https://www.connecticutmuseum.org/job-internships/>

**Compensation**

\$75,000 - \$85,000 per year.

**Benefits**

Eligible for generous full time employee benefits including paid vacation and sick time, participation in employer-contributing 403b plan, and health, life and disability insurance.

**Schedule**

Full time, Monday through Friday, mainly on-site in Hartford, CT with occasional remote work opportunities.

**Other**

Review of applications will commence immediately and continue until position is filled. Final candidate subject to background and reference check.



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**How to apply**

Please email **cover letter and resume** to Susan Presutti, Director of Human Resources, [spresutti@connecticutmuseum.org](mailto:spresutti@connecticutmuseum.org), by February 19, 2024.

The Connecticut Museum is an affirmative action-equal opportunity employer.