



## **New Position – Major Gifts Officer**

### **Position Summary**

Develops and implements a Major Gifts Plan for The Norwalk Art Space (TNAS). Manages and cultivates relationships with existing major donors and helps to identify new prospects. Works with the Executive Director, Director of Operations, and Board to ensure sufficient funds are raised to realize the organization's goals and objectives, both capital and programmatic; to include major gift solicitations from corporate, foundation, government and individual donors, donor database management, and grant writing in coordination with the Director of Operations.

This flexible and hybrid position can be up to 50% remote, with the remainder being on-site at TNAS (for events and meetings), or other locations for meetings with potential donors. 35 hrs/week with flexible schedule. Salary of \$65,000 per year. Part-time option (with salary adjustment) is also a possibility.

### **Responsibilities**

- Develops and implements a new Major Gifts Plan for TNAS. Works with TNAS Directors and Finance Committee to implement Plan and meet budget requirements
  - Secures major gifts of \$5,000 and up with the goal of raising 1x salary in the first full year of employment, and at least 2.5x salary in the 2nd year
  - Uses software to track and cultivate donors and prospects, including Bloomerang donor database and wealth screening tools
  - Implements strategies to encourage new contributions and increase contributions from existing donors
  - Makes direct, face-to-face solicitations, and assists TNAS Directors and Board with their solicitations
  - Records major gifts and acknowledges major donors publicly and privately
  - Provides analysis and recommendations as needed to address any funding concerns or prospects
- Works with TNAS Directors and Finance Committee to develop and implement Corporate Sponsorship Plan
  - Works to increase corporate giving annually; researches new business relationships to pursue in the region
  - Creates and defines corporate levels of giving and benefits, tracks and acknowledges corporate donations
- Researches and identifies grant opportunities in conjunction with TNAS Directors
  - Assists Directors in preparing grant applications for submission and assists with reporting requirements
- Coordinates donor relations activities in conjunction with TNAS staff
  - Records donations for all fundraising campaigns, events and corporate sponsorships for inclusion in the annual report
  - Ensures all incoming contributions above \$5,000 are acknowledged
- Creates reports for quarterly Board meetings and assists with creation of annual report each year
- Participates in staff meetings and events as required
- Performs other duties as assigned by the Executive Director

## Requirements

- 7+ years previous experience in fundraising and grant writing **required**
- Intermediate-level knowledge of Excel or Google Sheets required
- Excellent written and verbal communication skills; demonstrated ability to prepare funding proposals in a clear and compelling manner
- Strong interpersonal and speaking skills conducive to networking, building relationships and making presentations
- Self-motivated individual, detail-oriented, organized, and a strong team player with high level of energy
- Available to work special events, including some weekend and evening hours
- Fluent in donor management systems such as Donor Perfect, Blackbaud, Bloomerang, etc
- Ability to maintain accurate records, track donors, and analyze data
- Commitment to the mission and ability to work well with the current TNAS team

LINK TO APPLY: <https://forms.gle/2kDLgbrUPkaFnPuW7>