



Museum Affairs Officer (Fundraising & Development)

The Springfield Art Museum seeks a dynamic and experienced fundraising professional to lead advancement efforts as the organization continues a period of exceptional growth, including continuous development of collections, expansion of exhibitions, educational programs, and community involvement, as well as progress on an ambitious 30-year Master Plan for its building and grounds. The successful candidate will focus immediately on stewardship and relationship building, growing the Museum's donor base, expanding giving opportunities, building upon successful signature events, leveraging existing assets, and preparing the launch of a capital campaign.

The Springfield Art Museum presents a unique opportunity. Founded in 1928, it is Springfield's oldest cultural institution. Major financial support for the Museum's \$1.7M annual budget comes from a property tax levy enacted in 1946. With this stable source of operating revenue, the Museum's fundraising efforts are focused on expanding programs, growing and caring for its collection, and meeting unfunded capital needs. Stable and secure operating support allows for the ability to experiment, innovate, and create.

The Museum has recently established the Springfield Art Museum Foundation, a non-profit supporting organization, to assist in the expansion of our development efforts. As a municipal, civic-minded institution, the Museum has embraced a development philosophy built on the pillars of Accessibility, Inclusivity, and Equity.

RESPONSIBILITIES

Responsibilities will include overseeing all aspects of the Museum's fundraising and development efforts including fundraising campaigns, fundraising and donor development events, grant writing and management, sponsorship and donor communications and solicitations, donor database management, financial reconciliation, wealth knowledge management, development and management of capital campaign, and serving as liaison between the Museum, the Springfield Art Museum Foundation, and several museum support groups. Additionally, this position will work closely with the Museum Director, the Art Museum Board, and the Springfield Art Museum Foundation on develop and implement both short-term and long-term fundraising and development strategies for the Museum.

REQUIRED QUALIFICATIONS

Graduation from an accredited college or university with a bachelor's degree in in a related area that may include Humanities, Social Sciences, Marketing, Public Relations, Communications, Education, Nonprofit Management, or the Arts plus 3 years of direct experience in fundraising and development including grant writing. Experience in major gifts, planned giving, endowment and capital campaign is preferred.

TO APPLY

Visit the following website for more information and to complete an online application:

<https://www.governmentjobs.com/careers/springfieldmo/jobs/2946753-0/museum-affairs-officer>

As a department of the City of Springfield, Missouri, all hiring is handled by City of Springfield Human Resources. Please visit their website under "Current Opportunities" for full position description, benefits information, and to apply. **Please do not send resumes to the Museum. Only applicants who apply through the City of Springfield Human Resources portal will be considered for employment.** If you need accommodations in order to apply, please contact City of Springfield Human Resources. All employment inquiries must be directed to City of Springfield Human Resources.