

POSITION DESCRIPTION

Position Title:	Development Officer
Position Type:	Full-Time
FLSA Classification:	Exempt
Salary Range:	\$49,600 - \$74,400
Division:	Museum Relations
Department:	Development Mary Grace Herrington, CFRE
Reports to:	Director of Development marygrace.herrington@crystalbridges.org O: 479.657.2414

Position Summary

This position is an integral part of a collaborative, donor-centered fundraising team securing major gifts from individuals and corporations to support the museum's mission. The Development Officer will serve as a key member of the Crystal Bridges and the Momentary development team and support strategic fundraising goals through discovery, cultivation, solicitation, and stewardship. He/she/they will collaborate and participate in fundraising events and donor relations events intended to raise special funds and maintain engagement.

The ideal candidate is an enthusiastic self-starter with excellent people skills. Candidates should exercise flexibility, good judgment and discretion and be able to function independently while working in a centralized development structure. Candidates should be attentive to detail, while adapting quickly to, planning for, and managing multiple projects in a fast-paced setting. Additionally, ideal candidates possess the ability to be an effective ambassador for the museum incorporating the museum's mission, impact to the community, and leader in the American art space. Candidates must be capable of establishing and fostering philanthropic connections that contribute to current and future fundraising goals and must maintain the highest level of professionalism and confidentiality including compliance with the Donor Bill of Rights.

Principle Responsibilities (Essential Functions)

- Identify, cultivate, solicit, and steward philanthropic support by developing and maintaining relationships with assigned prospects,
- Grow and maintain a portfolio of 125 individual donor and corporate sponsor prospects,
- Secure major gifts at the \$10,000 + level for individuals and corporations for programs, exhibitions, festivals, and VIP level memberships,
- Secure 20 face-to-face or virtual visits per month and track and record progress in the Tessitura fundraising CRM,
- Steward existing relationships and plan for renewal opportunities including deferred giving,
- Prepare solicitation materials including proposals, gift agreements, and correspondence to support donor communication and commitments, and
- Lead VIP tours and participate in special fundraising projects through recognition and events.



Minimum Qualifications

- Three or more years' experience cultivating and soliciting gifts in a nonprofit setting or transferrable skills,
- Working knowledge of fundraising CRMs such as Razor's Edge, Donor Perfect, and Tessitura,
- Familiarity with or strong interest in fundraising and/or nonprofit organizations,
- Careful attention to detail and ability to convey complex information clearly and write concisely,
- Willingness to learn and embrace the mission and goals of the organization, and
- Willing and able to travel for donor visits and fundraising events.

Preferred Qualifications

- Proficiency in fundraising CRM Tessitura,
- Demonstrated success in raising securing gifts of \$10,000 or more from individuals and prospects, and
- Experience working in a nonprofit or higher education development space.

Education, Training, and Traits

- Bachelor's degree from an accredited college or university or equivalent work experience in development, research, or related field,
- Strong analytical and critical thinking skills in data analysis to translate data into actionable information,
- Outstanding writing skills and adept at understanding and conveying complexity, nuance, and enthusiasm,
- Proficiency in MS Office Suite including Microsoft Word, Excel, SharePoint, and Teams,
- Proficiency in *AP* writing style,
- Ability to apply good judgment, discretion, and a commitment to professional ethics and data security when dealing with highly confidential donor and prospect information,
- Excellent written and oral communications skills that convey information clearly and concisely,
- Detail-oriented, self-starter with an ability to work independently and manage competing priorities in a deadline sensitive environment, and
- Ability and willingness to work occasional evenings and weekends with an attitude of doing what it takes to get the job done.



Licenses and Certifications:

- Valid Arkansas driver's license with clean driving record.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: In the work environment described below, position requires utilizing a computer and a telephone for prolonged periods of time and good eye/hand coordination, bending, and stretching for filing. Visual acuity to review written materials is required for this job. While performing the duties of this job, the employee is occasionally required to travel independently in the local area.

Work environment: Work will be performed in an office environment, museum spaces, and in communities served. The physical arrangement of the office may require the position to work in an open environment within proximity to other colleagues. The workspace must be organized and reflect efficiency. The noise level in the museum work environment is typically low to moderate. Occasional evening and weekend work hours are required.

About Crystal Bridges

The mission of Crystal Bridges Museum of American Art is to welcome all to celebrate the American spirit in a setting that unites the power of art with the beauty of nature. We explore the unfolding story of America by actively collecting, exhibiting, interpreting, and preserving outstanding American art. Crystal Bridges was founded in 2005 as a non-profit charitable organization by arts patron and chair of the museum's board of directors, Alice Walton. Since opening to the public on 11-11-11, the museum has welcomed more than 6 million visitors and garnered 15,000 membership households.

Crystal Bridges takes its name from a nearby natural spring and the bridge construction incorporated in the building, designed by world-renowned architect Moshe Safdie. A series of pavilions nestled around two spring-fed ponds house galleries and amenities such as a restaurant, museum store designed by architect Marlon Blackwell, and a library featuring more than 50,000 volumes of art reference material. In addition to the museum's architecture, a Usonian house designed by Frank Lloyd Wright was preserved, acquired, and moved to the museum grounds in 2015, and a rare Buckminster Fuller's Fly's Eye Dome was installed in 2017, both providing access to American architectural masterworks in a natural setting.



Sculpture and walking trails link the museum's 120-acre park to downtown Bentonville, Arkansas. A new entrance, elevator tower, and pedestrian bridge were added to the north side of the building in 2017, increasing access to the museum's north lawn and newly enhanced North Forest Trail. More than 700,000 visitors a year utilize the museum's five miles of walking trails.

Crystal Bridges' permanent collection spans five centuries of American artworks from early American to the present and is always free to view. Crystal Bridges is committed to telling broad and inclusive stories by acquiring and showcasing the highest quality works by artists underrepresented in art history and conventional museum frameworks. Works such as Asher B. Durand's *Kindred Spirits*, Gilbert Stuart's *George Washington*, and Georgia O'Keeffe's *Jimson Weed* are displayed alongside contemporary artists such as Kerry James Marshall, Maya Lin, Fritz Scholder, Jaune Quick-To-See-Smith, Felix Gonzales-Torres, and Amy Serrano represent some of the finest achievements in American art. The collection continues to grow, while the museum also offers temporary exhibitions that complement the collection and can also reveal art's connections to equality and justice.

Crystal Bridges provides year-round programming for all ages. In 2019, more than 800 public programs and events were offered, including lectures, performances, classes, and continuing education for K-12 teachers. Crystal Bridges stays connected online with the full collection available via eMuseum, an award-winning app, a podcast called Museum Way, all available for free, and many of the museum's lectures such as the Distinguished Speaker Series are on Crystal Bridges' YouTube channel. An online-learning initiative provides opportunities for students and teachers with arts-based courses, as well as SmartHistory with arts history videos and essays. Crystal Bridges also offers two research fellowship programs. The Tyson Scholars in American Art program encourages and supports full-time scholarship that seeks to expand boundaries and traditional categories of investigation into American art and visual culture. The Reese Teacher Fellowship provides for research into the development of interdisciplinary connections between American art and core curriculum subjects of language arts, history, social studies, and the sciences. In addition, Crystal Bridges administers the awarding of the Don Tyson Prize, an unprecedented award recognizing significant achievements in the field of American art. Additional information about Crystal Bridges is available online at CrystalBridges.org.

About the Momentary

The Momentary is a contemporary art space that opened to the public on February 22, 2020, in downtown Bentonville, Arkansas. A satellite to Crystal Bridges, the Momentary presents visual, performing, and culinary arts. The mission of the Momentary is to champion contemporary art's role in everyday life and explore the unfolding story of contemporary American arts in an international context by actively commissioning and exhibiting outstanding works that explore new ideas and inspire action. The Momentary was founded by the Walton family, based on the vision of Tom, Olivia, and Stuart Walton. The Walton Family Foundation is supporting this project to enhance the quality of life in Northwest Arkansas. The Momentary welcomes all with free general admission. Additional offerings include an artist-in-residence program, culinary experiences including an Onyx Coffee Lab, indoor and outdoor gathering spaces, an outdoor festival space, and a gift store. For more information, visit theMomentary.org. The Momentary is located at 507 SE E Street, Bentonville, Arkansas 72712.

