



Executive Search Specification

for

Major Gifts Officer



**Museum of Science and History
Jacksonville, FL**

October 2026



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Organizational Overview

As one of the fastest-growing cities in America, Jacksonville is transforming into a world-class destination—with the new Museum of Science and History at its heart. Originally established in 1947, the Museum of Science and History is rooted in the region's rich past, and weaves together history, science, and innovation demonstrating how Jacksonville's story shapes our modern world.

After decades of serving the community from its Southbank location, the Museum of Science and History is embarking on a bold new chapter before opening the doors to the new museum in downtown Jacksonville. During this transition period, the Museum of Science and History will continue to serve schools in Northeast Florida through a revitalized and comprehensive outreach program.

The Museum of Science and History is in a pivotal building phase, creating a new riverfront museum that will redefine science and culture in Jacksonville. With more than \$100 million already secured, the capital campaign is advancing a project of regional significance — and opening the door to something equally important: cultivating the long-term philanthropic relationships that will sustain the museum well beyond opening day.

Major gifts today do more than just help build the new Museum of Science and History. They lay the foundation for the relationships, stewardship practices, and donor pathways that will sustain the museum long into the future. This is a rare opportunity to shape both a landmark institution and the philanthropic legacy that will support its impact for generations.

Position Summary

Reporting to the Chief Development Officer and working closely with Development, Leadership, and Program teams, the Major Gifts Officer serves as a key partner in advancing the Museum's fundraising strategy and philanthropic priorities. The successful candidate will be a trusted and collaborative relationship manager who operates with integrity, discretion, transparency, and a commitment to shared success.

They will possess exceptional communication skills and the ability to translate the museum's vision, programs, and community impact into compelling philanthropic opportunities while building meaningful relationships with donors, board members, volunteers, community leaders, and internal stakeholders.

The Major Gifts Officer is responsible for identifying, cultivating, soliciting, and stewarding major gift prospects and donors in support of the Museum's annual campaign, and strategic fundraising priorities. This position manages a portfolio of approximately 75–125 prospects and donors and is responsible for securing gifts up to \$1 million through strategic relationship management, proposal development, donor communications, and personalized stewardship.



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Key Objectives, Goals and Performance Expectations

In addition to the ongoing job responsibilities, the Major Gifts Officer will be expected to accomplish:

- Effectively manage a portfolio of 75–125 major gift prospects and donors; build and maintain a robust pipeline of qualified donors and prospects.
- Develop and implement cultivation, solicitation, and stewardship strategies for donors with the capacity to make gifts up to \$1 million.
- Conduct donor visits, discovery meetings, cultivation activities/stewardship engagements, and solicitations.
- Identify, qualify, and engage new prospects through research, referrals, events, and community networks.
- Partner with the Chief Development Officer, Executive Director/CEO, board members, and campaign volunteers on donor strategies and solicitations.
- Maintain accurate CRM records, forecasting, and reporting.
- Contribute to the overall success of the Advancement department and the Museum by supporting shared goals, team priorities, and organizational outcomes.

Position Responsibilities

Moves Management & CRM

- Utilize Salesforce or a comparable CRM to manage relationships, track activity and fundraising progress.
- Maintain prospect strategies, timelines, next steps, and revenue forecasts.
- Document donor interactions, proposals, commitments, and stewardship activities.
- Leverage CRM data to support forecasting, pipeline development, donor retention, and reporting.

Proposal Development & Donor Communications

- Develop customized proposals, concept papers, presentations, solicitation materials, and meaningful and timely donor correspondence.
- Translate Museum priorities, programs, exhibitions, educational initiatives, and community impact into compelling philanthropic opportunities.
- Support donor-facing campaign materials, funding opportunities, and impact narratives.
- Ensure communications are personalized, timely, and aligned with organizational priorities.

Stewardship & Relationship Management

- Create and implement donor stewardship plans that strengthen engagement and retention.
- Direct donor recognition, impact reporting, special events, tours, and leadership engagement opportunities.
- Ensure donors remain informed, valued, and connected to the impact of their philanthropy.
- Uphold the highest standards of confidentiality, ethics, and donor service.



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Internal & External Collaboration

- Partner with education, exhibits, collections, community engagement, marketing, finance, operations, and leadership teams to understand funding priorities and opportunities.
- Gather program outcomes, stories, budgets, and impact data for proposals and donor reports.
- Liaison between donors and museum staff through tours, briefings, and engagement opportunities.
- Support board members, volunteers, and campaign leaders in donor cultivation and stewardship.
- Prepare donor briefings, prospect profiles, talking points, and meeting materials.
- Represent the museum professionally with donors, civic leaders, corporate partners, foundations, and community stakeholders.

Team Culture

- Support organizational fundraising goals and participate as an active member of the Advancement team.
- Contribute to a culture of philanthropy, collaboration, transparency, stewardship, and accountability.
- Demonstrate professionalism, maturity, sound judgment, inclusiveness, and a solutions-oriented approach.

Position Qualifications

- Minimum of 8-10 years of relevant experience in major gifts fundraising, nonprofit development, philanthropy, and/or relationship management, with demonstrated success cultivating, soliciting, and stewarding donor relationships.
- Demonstrated experience managing donor portfolios and advancing high-value relationships.
- Strong written and verbal communication skills, including proposal writing and presentation development.
- Experience using Salesforce or another CRM to manage relationships and fundraising activity.
- High degree of professionalism, discretion, emotional intelligence, and sound judgment.
- Bachelor's degree or equivalent combination of education and experience.

Strongly Preferred

- Experience securing five-, six-, or seven-figure gifts.
- Experience supporting a capital campaign or a comprehensive fundraising initiative.
- Knowledge of Jacksonville's philanthropic, civic, corporate, or nonprofit communities.
- Experience within museums, education, arts and culture, science, or other mission driven organizations.



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Cultural Compatibility

The ideal candidate will demonstrate a commitment to and passion for working with a mission-driven cultural organization. They will share and support the mission, vision and values of the Museum of Science and History and be willing and able to adapt their personal and professional style as needed to integrate effectively as a leader and contributor to the ongoing growth and success of the organization. They will be a high-energy, positive thinking professional with a self-sustaining, individual motivation, a strong sense of purpose and a belief that they can make a difference. In addition, they will possess the following competencies.

- Major gift fundraising and portfolio management
- Moves management and donor strategy
- Proposal development and donor communications
- Stewardship and donor retention
- Salesforce/CRM proficiency
- Relationship building and stakeholder engagement
- Board and volunteer partnership
- Strategic thinking, emotional intelligence, and accountability
- Commitment to the museum's mission and community impact

This position offers a competitive base salary, an annual bonus, and an excellent benefits program. For immediate confidential consideration please contact:

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