

Position Title: Campaign Major Gifts Officer

Organization: Corning Museum of Glass

Salary:

AFP-WNY Post Date : 11/10/22

DEADLINE TO APPLY: OPEN

Established in 1951 by Corning Glass Works (now Corning Incorporated) as a gift to the nation for the company's 100th anniversary, The Corning Museum of Glass is a not-for-profit museum dedicated to exploring a single material: glass. Annually welcoming just under half a million visitors from around the world, the Museum's campus is home to the world's most comprehensive collection of glass, the world's foremost library on glass, and one of the top glassworking schools in the world.

The Major Gift Officer, Capital Campaign (MGO) serves as a frontline fundraiser for the Museum's StudioNEXT Capital and Endowment Campaign. The MGO manages a portfolio of prospects and donors targeted for capital and endowment campaign giving.

The MGO conducts in-person, and when necessary, virtual visits to identify, qualify, cultivate, solicit, and steward prospects capable of making a special gift of five, six, and/or seven-figures. In collaboration with the Chief Advancement Officer (CAO), Campaign Committee, and other members of the Advancement Team, the MGO will create and successfully execute strategies to expand the campaign and major gifts pipeline by initiating and developing relationships with those in a position to be philanthropic with the Museum and those that are specifically interested in supporting the vision and purpose of the Capital Campaign. The focus for the MGO is prospects residing outside of Corning.

RESPONSIBILITIES:

Portfolio Development and Fundraising

- The MGO will be provided with a pool of 125-150 rated prospects identified as major and leadership gift capable (5, 6 and 7 figure) or campaign gift capable (4 and 5 figure) and will qualify or disqualify the prospect for next steps and moves within the Capital Campaign.
- Works in collaboration with the Pipeline Development Team to establish a working portfolio of 50-75 prospects in various stages and qualifies, cultivates, solicits and closes gifts, continuously moving prospects into and through the pipeline to maintain active prospects in the pipeline of at least 30 and at most 50.
- Participates actively in prospect review and pipeline development meetings with the Capital Campaign Committee, CAO and other Advancement Team members to determine cultivation and solicitation strategy and to coordinate schedules with the other frontline fundraising work being performed by CAO, the Manager, Institutional and Planned Giving (MI&PG) and/or Museum leadership.
- In collaboration with the CAO, plans a schedule of discovery calls and personal visits either in person or virtually, moving prospects to donors and preparing prospects for cultivation or solicitation visits by Campaign Committee leadership and volunteers.
- Works independently to conduct 10-15 prospect visits per month; travel expectations are approximately 75% working from the road. Independently and with other leadership or Campaign Committee members solicits and closes gifts of four, five and six figures.
- Donor Relations and Stewardship
- Tracks all prospect outreach, insights, notes, and information in Raisers Edge (customer relationship management software) in a timely Prepares and files contact reports and follows effective prospect management system recording guidelines.
- Reports back to the CAO and Pipeline Development Team results of visits to provide a quick snapshot of meetings and to move forward prospects with the highest potential.

QUALIFICATIONS

- Minimum seven – ten years' experience in non-profit fundraising and securing major gifts; record of success securing six and seven figure gifts preferred.
- Bachelor's degree required.
- Appreciate cultural environments; interest in the arts and museums; experience at a complex non-profit and/or arts and cultural institution preferred.
- Respect and exemplify the values of The Corning Museum of Glass in all interactions with colleagues, staff, volunteers and the public
- Ability to quickly learn, embrace and communicate the vision, purpose and plan for the Capital Campaign.
- Demonstrated ability to think strategically and creatively about maintaining an active and consistent schedule of visits with with rated prospects and involving the Museum's senior gift officers when appropriate
- Excellent project management skills, including the ability to establish and monitor priorities and meet deadlines in a fast-paced environment.
- Demonstrated experience using Raiser's Edge or equivalent CRM database

HOW TO APPLY

Please apply here: <https://waterstonehc.com/driwaterstonehc/position/corning-mgo/>