



Senior Development Officer

Reports to: Chief Development Officer

Status: Full time

Reporting to the Chief Development Officer, the Senior Development Officer role is fundamental to the success of the team and in growing philanthropy at the Memphis Brooks Museum of Art during a time of critical and exciting growth. Memphis Brooks Museum of Art (MBMA) will become Memphis Art Museum in 2026. Nestled in the heart of downtown Memphis, the city's new art museum will be a beacon of culture, featuring 600% more art-filled free and public spaces to enjoy.

The Senior Development Officer (SDO) plays a critical role in advancing the mission of Memphis Brooks Museum of Art by securing philanthropic support from individual donors capable of making significant contributions. Working in close partnership with museum leadership and development colleagues, the SDO will build and manage a portfolio of major donors and prospects, aligning their passion for the arts with the museum's priorities—such as exhibitions, education programs, and capital projects. GOAL: \$500,000 in FY26; \$1,000,000 in FY27.

Fundraising & Portfolio Management

- Manage a dynamic portfolio of 100–125 individual donors and prospects with the capacity to make major gifts.
- Contribute to securing gifts for MBMA's multi-million-dollar capital campaign by developing donor and prospect strategy and inspiring philanthropy among major donors
- Design and implement personalized cultivation and solicitation strategies that connect donors to the museum's exhibitions, collections, and educational mission.
- Secure major gifts through face-to-face visits, proposals, and other thoughtful donor engagement approaches.
- Manage planned giving vehicles and incorporate planned giving discussions in solicitation strategies for assigned donors.
- Work closely with leadership, board members, and development colleagues to develop compelling funding proposals and donor materials.
- Meet or exceed annual revenue and activity goals.

- Leverage the museum's art, programming, and curatorial expertise to inspire donor investment and deepen relationships.
- Collaborate with leadership and trustees in donor meetings and fundraising efforts.

Donor Stewardship

- Develop and execute individualized stewardship plans for major donors to ensure ongoing engagement and renewed giving.
- Partner with development colleagues and events team to create opportunities for donor recognition and involvement in museum activities.

Collaboration & Strategy

- Collaborate with colleagues to coordinate fundraising strategies.
 - Contribute to campaign planning and implementation efforts as needed.
 - Support board development efforts and serve as staff liaison to fundraising committees as assigned.
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Qualifications:

Required:

- Bachelor's degree in a related field. Six (6) years of experience in fundraising, including a proven track record in qualifying and soliciting high five and six-figure gifts. Additional years of experience may be substituted for the educational requirement.
- Exceptional interpersonal and communication skills.
- Demonstrated ability to build strong relationships with donors, colleagues, and volunteers.
- High degree of professionalism, integrity, and discretion.
- Strong organizational skills and attention to detail.
- Ability to travel locally, nationally and occasionally work evenings/weekends for donor events.

Preferred:

- Experience in an arts, cultural, or museum setting.
- Familiarity with CRM databases such as Raiser's Edge or Salesforce.
- Knowledge of philanthropic trends in the arts and culture sector.

Salary: \$95,000-100,000. Salary is contingent on experience and ability.

Benefits: (i) A cafeteria plan that includes optional health, dental, vision, additional life insurance and supplemental policies, and a flexible spending account. The museum contributes

toward the employee portion of health insurance premiums. (ii) A 401(k) retirement plan. The museum matches up to 4% of your salary annually. (iii) Employment category, combined with years of service to the museum, determines the amount of time off (OPTO) that each employee receives in addition to regular paid holidays.

APPLICATION PROCESS: Qualified applicants please send your resume and cover letter, including salary expectations, to development@brooksmuseum.org. Indicate the job title “Senior Development Officer” in the subject line. The Memphis Brooks Museum of art is an equal opportunity employer.

Not sure you meet 100% of our qualifications? Recent studies show that men apply for jobs when they meet an average of 60% of the criteria, yet women and other people who are systematically marginalized tend to only apply if they meet every requirement. If you believe that you could excel in this role, we encourage you to apply. We are dedicated to considering a broad array of candidates, including those with diverse workplace experiences and backgrounds.

The Memphis Brooks Museum of Art is an Equal Opportunity Employer and will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, sexual orientation, disability or veteran status.