



POSITION ANNOUNCEMENT: FEBRUARY 2023

POSITION TITLE: Individual Giving Officer

DEPARTMENT: Development

SUPERVISOR: Director of Development

FLSA STATUS: Full-time 40 hours/week, non-exempt, hourly

COMPENSATION

We are committed to continued investment in our team and offer a competitive, living wage and benefits package.

PAY GRADE: \$25-\$30/hour.

BENEFITS: A summary of benefits is available at the bottom of this announcement.

ABOUT MADISON CHILDREN'S MUSEUM

Play is a vital part of childhood development, and central to our mission. Since 1980, Madison Children's Museum has been connecting children with their families, their communities, and the world beyond through discovery learning and creative play. MCM's unique programs and custom exhibits are widely recognized for excellence, leading the museum to be regularly ranked among the top-ten children's museums in the country. Our team is composed of dedicated, professional individuals who take play, and living our organizational values very seriously. We come from amazingly diverse backgrounds and are committed to the ideals of access, diversity, equity, and inclusion in everything we do.

SUMMARY OF JOB SCOPE & RESPONSIBILITIES

The individual giving officer is a new position on the museum's development team, responsible for managing all aspects of annual giving to MCM by individual donors. This includes cultivation, solicitation and stewardship of current donors, and the identification and qualification of prospective donors. This position will initially be primarily responsible for the portfolio of donors at and below the \$2,500 level, in addition to other duties. Ideal candidates are those who find joy in raising funds to support children and families, believe in the importance of play, excel in a collaborative environment, and are strong self-starters.

1. INDIVIDUAL GIVING (60%)

- Design and implement the annual individual giving strategy for donors at and below the \$2,500 level.
- Increase the number of donors giving at and below the \$2,500 level.
- Collaborate with the development team and across departments to improve overall donor retention rates.
- Determine and execute a strategy to increase giving from smaller donors.
- Build and strength relationships with current and prospective donors.
- Meet with donors individually, or with director of development as appropriate.

- Coordinate and participate in museum visits with individual sponsors and prospective donors as required.
- Develop, create, and produce in-house appeal materials as appropriate. Work with third party vendors to develop and produce major appeal materials.
- Write individual sponsorship proposals upon request. Mail and track commitment letters and pledge/sponsor information forms.
- Analyze individual giving patterns, appeal response rates, and ROI to make data-driven changes to the annual campaign strategy.
- In partnership with the director of development and museum leadership, develop a planned giving strategy and associate materials, procedures, policies, etc.

2. STEWARDSHIP (20%)

- Participate in a collaboration with MCM's marketing team to develop and advance the museum's communication strategy to ensure stewardship and cultivation efforts are sufficiently supported.
- Write, design, and produce digital and print pieces for regular touch points with donors.
- Ensure individual donor benefits are provided according to the established benefits of giving. Regularly review and evaluate donor benefits.
- Work with marketing department to ensure proper public recognition of individual donors.
- Prepare sponsor thank-you packets and reports as required.
- Generate and proof individual donors lists as needed.

3. PROSPECT RESEARCH (10%)

- With director of development, identify and qualify major and planned giving prospects.
- Make recommendations of how to prioritize identified prospects and the associated next steps.

4. DEVELOPMENT ADMINISTRATION (5%)

- Develop and track the annual printing, mailing and hospitality budgets for the development department. Approve and route invoices for payment.
- Oversee training of front-line staff on organization gift policies and procedures. Ensure compliance.
- Provide meeting reminders and handouts for development committee meetings.
- Provide support for endowment fundraising and special projects giving.
- Support and assist with the annual audit as required.



5. OTHER (5%)

- Attend donor and special museum events as required. Occasional evening and weekend work will be required.
- Handle confidential materials and ensure donor privacy.
- Perform other duties as necessary in the overall accomplishment of the museum's needs and goals, or that are assigned by the Development Director or President & CEO.

JOB QUALIFICATIONS

1. REQUIRED QUALIFICATIONS

- Bachelor's degree or equivalent experience.
- 3+ years of demonstrated fundraising success in a nonprofit environment.
- Experience with Blackbaud Altru, or a similar database product.
- Self-starter with the ability to work independently.
- Upbeat, creative, and collaborative team player with a professional demeanor.
- Excellent writing and interpersonal communication skills.
- High level of comfort working in Microsoft Word and Excel.

2. PREFERRED

- Master's degree in business, arts or nonprofit management, or related discipline, or additional relevant experience.
- Advanced Blackbaud Altru skills.
- Advanced Microsoft Excel skills.
- Moderate level of comfort with Adobe CC, particularly InDesign.
- Moderate level of comfort with WordPress.

3. ADDITIONAL KNOWLEDGE AND SKILLS

- Excellent command of the English language, both written and verbal.
- Detailed oriented time management and organizational skills.
- Experience managing multiple simultaneous projects with strict deadlines.
- Ability to work across departments with a variety of staff members.
- Flexibility to adapt quickly to new opportunities and challenges.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

This position requires the ability to do one, or more of the following throughout the day: stand, walk, sit, bend and reach above and below shoulder level. Involves frequent repetitive motion, including typing, filing, etc. The noise level in the work environment is usually quiet to moderate.



Madison Children's Museum requires all employees to be fully COVID-19 vaccinated. Specific requirements regarding MCM's COVID-19 protocols can be discussed at the time of hire.

BENEFITS

Health, vision, and dental insurance

Life Insurance

Long term disability insurance

Participation in 401(K) Retirement Plan after two months of employment with a 2% match.

10 paid holidays per year

16 days of paid time off per year

Free MCM membership with reciprocal benefits at thousands of other museums

TO APPLY

Email cover letter, resume, one (1) writing sample, and three (3) references to mcmjobs@madisonchildrensmuseum.org. **PDF file format only.** For best consideration, apply by Tuesday, March 14, 2023. Applications will be accepted until the position is filled.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Madison Children's Museum is an Affirmative Action Plan/Equal Opportunity Employer and does not discriminate against any employee or applicant because of sex, age, race, color, religion, marital or student status, disability/handicap, national origin or ancestry, income level or source of income, arrest or conviction record, less than honorable discharge, gender identity, physical appearance, sexual orientation, or political beliefs.