The Museum of Glass is seeking a full-time Major Gifts & Planned Giving Officer in Tacoma, Washington.

The Museum
In 2002 the Museum of Glass opened its doors as an architectural icon and a one-of-a-kind museum dedicated to glass art. Located on the Thea Foss waterway in thriving downtown Tacoma, the 75,000 square foot facility combines exhibition galleries, and education studio, a theater, the 500-foot long pedestrian Chihuly Bridge of Glass and the world’s largest and most active museum glass making studio – the Hot Shop.

Based in the Pacific Northwest, the center of the American Studio Glass movement, the Museum serves regional, national and international audiences. The Museum’s visitor-centered public programs, original exhibitions and riveting glassmaking demonstrations have inspired and engaged over two million visitors from all 50 states and more than 75 countries. The Museum of Glass is a member of the American Association of Museum Directors and was granted accreditation by the American Alliance of Museums, recognizing its commitment to excellence, accountability, high professional standards and continued institutional improvement.

The Museum of Glass provides a dynamic learning environment to appreciate the medium of glass through creative experiences, collections and exhibitions

The Role
The Major Gifts Officer will be responsible for expanding the major gifts program and will have the opportunity to create a Planned Giving Program. This position will collaborate with board trustees, advisory council members and key volunteers for donor relations activities, including identifying new supporters and organizing stewardship touch points. The Major Gifts Officer will also support communications, marketing and public relations efforts to increase the Museum’s visibility in the community and attract new contributors. The position reports to the executive director and has significant potential for growth and leadership. The Major Gifts Officer will work closely with the annual fund manager and the executive director, who is an active participant in fundraising for the Museum of Glass.
Major duties and responsibilities:

- Develop strategies to ensure effective, timely cultivation and solicitation of major gifts of $10,000 and above, with emphasis on personal donor visits.
- Assume and achieve annual fundraising and activity goals.
- Solicit gifts from major donors. Thank donors in thoughtful, creative ways. Develop individualized cultivation plans for all donors in portfolio. Keep current and potential supporters informed, interested and involved.
- Work with donors to complete major gifts and planned gifts which meet donors’ charitable giving objectives and support the Museum’s mission.
- Creatively use events, leadership, speaking engagements and communications to increase community’s awareness of the organization.
- Work with the finance department to ensure gifts are properly accounted for.
- Engage and collaborate with the executive director, board trustees, development committee, long-time volunteers and other staff in donor prospecting, outreach, cultivation, recognition and stewardship.
- Create and oversee a Planned Giving Program, including cultivating and soliciting prospects.
- Provide regular reports of cultivation activities and solicitations to executive director.
- Document major gift donor and prospect contacts in the donor database in accordance with established procedures.
- Actively share stories and outcomes with donors to highlight the impact of their contributions.
- Support organization’s efforts toward a capital campaign, including communications with and cultivation of major donors.
- Adhere to the highest ethical standards, reflect optimistic and positive attitude and convey sensitivity to needs of the donors.

Education and Experience

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<th>Education</th>
<th>Bachelor of Arts or related degree, with a Master’s Degree preferred.</th>
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<td>Years of experience</td>
<td>Five years of fundraising experience with at least three years focused on gifts of $10,000 and above, and a proven track record in securing large donations and increasing existing donor contributions.</td>
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<td>Certifications</td>
<td>None</td>
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Required Knowledge, Skills and Abilities

- Passion for the mission and goals of the Museum of Glass.
- Adhere to the highest ethical standards, reflect optimistic and positive attitude and convey sensitivity to needs of the donors.
- Proven ability to work effectively with a wide variety of individuals. Demonstrates interest in building positive and authentic relationships. Experience researching, cultivating and stewarding individual and corporate donors, including major donors.
- Expertise in fundraising and donor relations strategies and best practices, including leveraging social media.
- Knowledge of current trends in charitable giving in the area of major gifts.
- Solid relationships with local businesses and community leaders.
- A proven track record in securing large donations and increasing existing donor contributions.
- In-depth knowledge of non-profit organizations including: financial structure, fundraising methods and techniques, and culture.
- Strong verbal, written and interpersonal communication skills and superb presentation skills.
- Ability to work as an effective team member.
- Competent technology skills, including experience with Microsoft Office (Word, Excel, etc.)
- Experience with donor databases, specifically Raiser’s Edge software.

To apply please send cover letter and resume to HR@Museumofglass.org