THE BRONX MUSEUM

JOB DESCRIPTION

Position Title: Major Gifts Officer (Comprehensive Campaign)

Position Type: Full-Time

FLSA Status: Exempt

Union Status: Non-Union

Location: Bronx, NY/Hybrid

Compensation: $105,000 to $110,000 Per Annum

Benefits: Paid vacation, sick, holiday, and personal leave. Eligible after 3-months of work for vision, dental, and medical insurance, as well as a 401(k) savings plan. Eligible for a pension plan after 1-year of service.

Reports to: Director of Development / Director and Chief Curator

Mission of The Bronx Museum of the Arts
The Bronx Museum of the Arts is a contemporary art museum that connects diverse audiences of The Bronx to the urban experience through its Permanent Collection, Exhibitions, and Education programs. Reflecting the borough's dynamic communities, the Museum is the crossroad where artists, local residents, national and international visitors meet.

Since its inception in 1971, The Bronx Museum has prioritized serving the culturally diverse communities in which it was founded. Always free and open to the public—so there are no barriers to access—the Museum's contemporary art programming expresses the borough's tremendous cultural and community wealth, striving to be an open, inclusive, and equitable place where all feel welcome.

The Bronx Museum is committed to diversity, equity, and inclusion as core values. As an institution, we:

- Appreciate and leverage our broad and distinct differences, and involve and reflect the communities we serve;
- Align our policies, practices, and resources that eliminate barriers so that people of all races, cultures, socioeconomic status, and perspectives have genuine opportunities to contribute and thrive; and
- Create an environment in which everyone feels valued and respected.

Position Description

We are seeking a driven and relationship-focused Major Gifts Officer to lead the charge in securing lead and major gifts for our historic $5 million comprehensive campaign in support of our renovated South Wing and redesigned campus, set to open in Fall 2027. Reporting directly to the DoD, the successful candidate will manage a portfolio of 100-150 prospective donors, translating our organization's vision into compelling philanthropic opportunities including naming of physical spaces, staff positions and funds. The Museum has set a goal of $1 million in campaign income for FY27, towards an overall $5 million goal over 3 years. This role requires a high degree of emotional intelligence, strategic thinking, and a proven track record of closing five, six, and seven-figure gifts. Major giving is a growth area for the Museum, so we are seeking an individual with strong knowledge of key figures in arts and education philanthropy in NYC and nationally, and a grounding in donor research.

Responsibilities

- Donor Portfolio Management: Build, qualify, and actively manage a portfolio of current and prospective donors capable of making gifts of $50,000 and above over a multi-year pledge period.
- Campaign Solicitation: Develop and execute tailored cultivation and solicitation strategies for each assigned prospect, preparing customized proposals, case statements, and presentations.
- Campaign Strategy & Execution: Work closely with the Campaign Committee, Board of Directors, and senior leadership to identify new prospects, prep trustees and the Director for "asks," and coordinate campaign-related events.
- Moves Management: Maintain accurate and timely records of all donor interactions, contact reports, and next steps in our Neon CRM/fundraising database and in other formats.
- Stewardship: Ensure donors are appropriately recognized, informed of campaign progress, and engaged with the impact of their investments to build a pipeline for future support.

Desired Skills/Qualifications

- Communication Skills: Superior interpersonal skills with the ability to articulate our mission passionately and persuade high-net-worth individuals and institutional leaders.
- Technical Skills: Proficiency in donor management software (CRM) and the Microsoft Office Suite.

- Work Style: Self-starter with the ability to work independently, combined with the willingness to travel locally and regionally, including evening and weekend work for donor meetings and events.

Cultural Commitment

- Acts as an example to employees: mentoring and coaching junior staff
- Supports the Museum's vision and goals both externally and internally
- Commits to fostering, cultivating, and preserving a culture of diversity, equity and inclusion, while incorporating respectful communication, teamwork, and employee participation

Education and Experience

- Bachelor's degree in Arts Administration, Communications, Business Administration, Nonprofit Management, or a related field (CFRE or advanced degree is a plus).
- Minimum of 5+ years of progressive experience in nonprofit development, with a demonstrated track record of securing significant major gifts. Prior capital campaign experience is highly preferred.

To Apply

Please email a resume and cover letter to **careers@bronxmuseum.org** and include "**Major Gifts Officer**" in the subject line. Please include your major gift fundraising successes and salary requirements.

Selected applications will be contacted. Due to the high volume of resumes we receive, we are unable to respond to phone calls or emails regarding the status of applications.

The Bronx Museum of the Arts is an equal opportunity employer.