

Job Description

Senior Development Officer

Overview

The Senior Development Officer is an externally focused, energetic, polished, and detail oriented individual who personally identifies, engages, cultivates, solicits, and stewards a portfolio of high-net worth individuals who support the mission of the Brooklyn Museum with their philanthropy. The Senior Development Officer manages the Contemporary Art Council and the Council for Feminist Art patron groups, strategizing and fundraising to meet annual goals, membership, and create dynamic annual programming to engage current and prospective members. S/he also identifies and solicits support for the Museum's lead patron group, the Director's Circle, as well as major exhibition gifts and planned gifts. Fundraising will be conducted through in-person solicitations as well as written appeals. The Senior Development Officer reports to and works closely with the Director of Individual Giving. With the guidance of the Director of Individual Giving, the Senior Development Officer formulates strategic direction to reach their personal fundraising goal of a minimum of \$500,000 annually.

Requirements

A minimum of three years' experience in frontline fundraising and managing a portfolio of high-net worth individuals is required. Additional skills essential for this role are: excellent presentation, writing, and interpersonal skills; a working knowledge of philanthropic vehicles and some background in contemporary and/or historic art, in order to facilitate sophisticated conversations with donors and prospects; an ability to write clearly and persuasively; knowledge of Microsoft Office and Raiser's Edge; attention to detail and the ability to manage multiple projects simultaneously. The ideal candidate will be a results-oriented self-starter with a passionate commitment to the arts and an appreciation of the goals and mission of the Brooklyn Museum. A Bachelor's degree is required, while an advanced degree is preferred.



Responsibilities

- Maintain a portfolio of high-net worth individuals and formulate customized moves-management strategy for each individual.
- Administer the Contemporary Art Council and the Council for Feminist Art; conceive and execute annual calendar of dynamic special events for donors and prospects; form a strategy to grow the groups with renewable annual support; provide concierge-style services for patron group members.
- Strategically engage Development Task Force volunteers and other current donors in peer prospect identification, visits, events, and asks.
- Prepare written proposals, decks, and appeals as needed to raise support from individuals.
- Develop and maintain a thorough working knowledge of the Museum's strategic plan, mission and vision, as well as the permanent collection, special exhibitions, education and public programs in order to effectively articulate the Museum's priorities and fundraising objectives to donors and prospects.
- Cultivate and maintain a working knowledge of the art world in and beyond New York City, such as current exhibitions, art fairs, and trends in order to build competitive and robust patron group programming and benefits.
- Track progress towards quarterly and annual fundraising goals; provide weekly updates to Director of Individual Giving and prepare monthly fundraising reports for the Deputy Director and Museum's Director.
- Document all activity in Raiser's Edge database, including actions, proposals, and meeting notes.
- Work closely with the larger Development team and other departments to ensure donors and prospects benefit from the best opportunities the Museum has to offer.

The Brooklyn Museum is an Equal Opportunity Employer. Applicants for positions are considered without regard to race, creed, color, country of origin, sex, age, citizenship, disability or sexual orientation. Candidates of color are strongly encouraged to apply.