



# AMERICA'S CAR MUSEUM®

Now Seeking Candidates For The Following:

## MAJOR GIFT OFFICER

### (CLUB AUTO RELATIONSHIP OFFICER)

**REFERENCE JOB#:** W-8500

**CLOSES:** When Filled

**APPLICATION PROCESS:** See bottom of ad

AMERICA'S CAR MUSEUM is an Equal Opportunity Employer

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<b>EFFECTIVE DATE:</b>	<b><u>11/13/15</u></b>	<b>COMPENSATION:</b>	<b><u>DOE &amp; Competitive</u></b>
<b>DIVISION:</b>	<b><u>Institutional Advancement</u></b>	<b>BENEFITS:</b>	<b><u>Eligible</u></b>
<b>DEPARTMENT:</b>	<b><u>Development</u></b>	<b>DRIVING CLASS:</b>	<b><u>Required</u></b>
<b>FTE STATUS:</b>	<b><u>1.0 (Full-time)</u></b>	<b>FLSA CLASS:</b>	<b><u>Exempt</u></b>
<b>REPORTS TO:</b>	<b>Major &amp; Planed Giving Director</b>	<b>SUPERVISES:</b>	<b><u>N/A</u></b>

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### GENERAL SUMMARY:

The Major Gift Officer holds the title Club Auto - Relationship Officer and oversees the strategic development and implementation of America's Car Museum's (ACM) National Club Auto Programs and ensures a vibrant array of associated membership levels, benefits, programs, and activities which are both broad and increasingly exclusive as membership levels increase. This position serves to broaden the National reach of Club Auto, attract new members, provide meaningful value to members, and promote increased engagement and support for the Museum's capital, collection, exhibition, and endowment needs. The incumbent will spend a significant amount of time cultivating Club Auto members and prospects while stewarding relationships by connecting their passion and interest in automobiles, historic preservation, and education with opportunities to financially support ACM's vision and mission.

The Club Auto- Relationship Officer reports to the Major & Planned Giving Director and performs a majority of work independently while exercising professionally sound judgment and discretion. Responsibilities include, but are not limited to: Short-term and long-range strategic planning; Budget creation, and implementation; Program development, implementation, and oversight; Meeting mutually established fundraising goals and objectives; Membership development; Membership solicitation; Personalized stewardship of member and prospect relations; Records management within the client relationship management database system (Altru); Event creation and execution; Promotional mailings and e-correspondence; Public presentations; Member benefit fulfillment; Reporting; and, Collaborating with the Major & Planned Giving Director and the VP of Institutional Advancement for progressive stewardship follow-up.

The incumbent to this position must possess significant, demonstrable experience and success in prospect identification, relationship building, solicitation, and personal stewardship of donors. Additionally, the incumbent must possess the ability and skill to effectively articulate the mission of the organization and Club Auto Programs to varied constituents.

This description has been designed to indicate the general nature and level of work performed by jobholders within this role. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, assigned to the job. The requisites described within this description are representative, but not all-inclusive, of the knowledge, skills, and abilities required for this position. To perform the job successfully, an employee must perform each essential responsibility

satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions

## **PRIMARY OBJECTIVES:**

1. Build a sustainable National Club Auto Program that provides engaging value to members while generating funds to strengthen the financial resources and further the mission of ACM;
2. Expand the reach of Club Auto on a national basis to broaden support for the Museum's mission and vision;
3. Ensure methodology and processes at each Club Auto affiliate location for the stewarding of existing relationships and the identification, cultivation, and solicitation of prospects, linking regular Club Auto Members to higher levels of membership at the Club Auto Founder or Concours Club Member level;
4. Collaborate with the Museum's Major & Planned Giving Director and the VP for Institutional Advancement to create, implement, and maintain a robust offering of experiential Club Auto membership events.

## **MAJOR RESPONSIBILITIES:**

1. Planning, implementing, and overseeing the National Club Auto Program within the Institutional Advancement Division;
2. Shepherding prospective Club Auto members through personalized stewardship practices, inviting participation, closing the solicitation, and reporting;
3. Creating methodology for each Club Auto affiliate location to identify and cultivate prospects to become Club Auto, Club Auto Founder, and Concours Club members;
4. Establishing and maintaining a dynamic portfolio of no less than 120 major donors and prospects in all phases of qualification, cultivation, solicitation, and stewardship;
5. Overseeing the creation, implementation, and monitoring of the National Club Auto Program budget including tracking income and expenditure, authorizing disbursements, financial analyses, and reporting;
6. Creating and implementing an annual plan for the promotion of Club Auto Memberships that includes mailings, advertisements, and a regular calendar of experiential and promotional events.

## **QUALIFICATIONS:**

The incumbent for this position must possess a Bachelor's degree and a minimum of 3-years of significant, successful fundraising experience in the cultivation, solicitation, and stewardship of benefactors. Prior fundraising experience in a large non-profit or educational institution is highly desired.

## **Additionally, the incumbent must possess:**

1. The ability to pass an in-depth background investigation including criminal history, employment records, and personal references;
2. A valid driver license with the ability to drive a personal vehicle for business purposes;
3. Demonstrated success in effective prospect identification, relationship building, solicitation, and stewarding of donors;
4. Ability and willingness to travel for business purposes, by air and land – Expected to be out of office up to 50% of time; 10% local/regional & 10% national travel.
5. Ability to work some nights and weekends as needed;
6. Strong research and member management skills;
7. Client Relationship Management Database experience;
8. An in-depth understanding and skill in stewarding donors;
9. Experience in budgeting and financial management;
10. Effective project management skills, attention to detail, and ability to drive projects toward successful completion;

11. Strong skills in strategic planning, goal setting, and goal fulfillment;
12. A solid proficiency in the English language with strong professional communication skills including, the ability to communicate and work effectively with a variety of internal and external stakeholders;
13. Outstanding presentation skills and the experience and proclivity to be an outgoing spokesperson, relationship builder, and fundraiser;
14. A demonstrated record of collaboration with others –board members, staff, volunteers, and donors—for the accomplishment of strategic goals;
15. The skill and ability to work independently with general instruction and minimal supervision while maintaining a team oriented approach and attitude;
16. The interpersonal skills, sensitivity, and ability to professionally interact with a diverse range of people of all ages, socio-economic groups, and personality types;
17. An ability to effectively multi-task and coordinate between different projects and/or departments and agencies while remaining organized and solution focused;
18. An ability to thrive in a fast-paced, dynamic environment, with high expectations for professional outcomes;
19. Proficient skills in the use of MS Word, Excel, Power Point, Outlook, and Web browsers;
20. The ability to critically analyze and resolve quantitative, logistical, and motivational problems;
21. The ability to stand and sit for extended periods of time, bend stoop, and twist regularly, manipulate items with fingers frequently, operate a computer regularly, visually inspect displays/monitors, and effectively communicate verbally, and in written format, with guests, employees, management, and stakeholders regularly.

## **PREFERRED QUALIFICATIONS:**

1. Fundraising experience in a large non-profit or university;
2. Experience creating and implementing experiential donor or membership events;
3. An innovative and creative approach to major fund development;
4. A familiarity and appreciation for historic and collectible vehicles.
5. An interest and willingness to participate in the activities and events of the auto enthusiast community.

## **APPLICATION PROCESS:**

**NOTE: All application materials must be received to be considered for this position.**

1. Cover letter (*include specific job reference # W-8500*)
2. Resume
3. Professional references contact numbers (*minimum of three*)
4. Salary History (*Must be incorporated into resume, email, or attachment*)

Email all application materials to [HR@AmericasCarMuseum.org](mailto:HR@AmericasCarMuseum.org) or fax to 253-779-8499.

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