



Job Description

Position Title: Annual Giving Officer

Our Mission: The Musical Instrument Museum (MIM) enriches our world by collecting, preserving, and making accessible an astonishing variety of musical instruments and performance videos from every country in the world. MIM offers guests a welcoming and fun experience, incomparable interactive technology, dynamic programming, and exceptional musical performances. MIM fosters appreciation of the world's diverse cultures by showing how we innovate, adapt, and learn from each other to create music—the language of the soul.

Qualified candidates should submit a **resume and cover letter** in one merged document via the link below to apply.

Summary and Purpose: The Musical Instrument Museum (MIM) is seeking an **Annual Giving Officer** to expand and diversify the current annual giving programs that include membership, direct mail, corporate, foundation, and individual giving objectives. This new position will work in partnership with the Creative Director, the marketing/communications team, and Strategic Data Specialist to advance its mission as one of the leading cultural institutions in Phoenix by engaging the community through outreach and programs that ignite engagement, stimulate awareness, and inspire advocacy of MIM.

The successful candidate will possess excellent interpersonal skills, keen attention to detail, and a strong work ethic, as well as a sincere passion for the value of MIM's mission. The ideal candidate must be a creative and innovative thinker, demonstrate a service-oriented demeanor and will be motivated by planning, donor engagement, building stewardship structures, and the ability to innovate as MIM's fundraising program enters its second decade.

This position is full-time and reports directly to the Executive Director. Salary will be commensurate with experience and includes a competitive benefits package with medical, dental and vision insurance, a 401k match, vacation, paid sick leave, and paid holidays.

Primary Responsibilities:

- Work closely with the Executive Director and Strategic Data Specialist in the development and execution of a unified annual fund with a goal of doubling annual fund revenue by 2025
- Manage a portfolio of mid-level individual donors (\$1,000-5,000) and institutional stakeholders through a robust moves management cycle, including identifying appropriate opportunities for the Executive Director's or other stakeholders' involvement
- Collaborate with Strategic Data Specialist to maximize donor and prospect research

- Develop customized individual donor proposals to increase giving from new and existing donors with a focus on leveraging MIM's exhibits, educational programs, and concerts
- Assist with the planning and implementation of MIM's planned giving program
- Maintain and track accurate and updated donor information in Salesforce/PatronManager database and adhere to data entry standard procedures
- Represent MIM at community events and coordinate stewardship events with some evening and weekend commitments
- Develop strong involvement of MIM's Advisory Board to expand awareness and commitment from area community and business leaders

Qualifications:

- Bachelor's Degree and minimum 5-7 years successful experience in annual giving
- Demonstrate close personal alignment with MIM's mission and values
- Possess creativity and flexibility in approaching fundraising
- Maintain the highest ethical standards and adhere to fundraising best practices
- Commit to high standards of professionalism, quality of work, and confidentiality
- Have excellent written and verbal communication skills
- Ability to work in a fast-paced, highly collaborative environment
- Experience working with volunteers
- Prior experience with Salesforce/PatronManager CRM and DonorSearch software is a plus
- Be proficient in Microsoft Office Suite and Google Drive

For more information visit our website at: MIM.org

Qualified candidates should submit both a cover letter and resume via the link below:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&ccId=19000101_000001&jobId=413548&source=CC2&lang=en_US