

## ***MAJOR GIFTS OFFICER***

### ***Campaign for the National Museum of the United States Army***

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#### **About The Organization**

The Army Historical Foundation (AHF) was established in 1983 as a member-based charitable 501(c)(3) nonprofit organization to raise funds to build the National Museum of the U.S. Army and manage revenue generation operations in the Museum facility. Our funding also helps to acquire and conserve Army historical art and artifacts, support Army history educational programs, research, and publication of historical materials on the American Soldier, and provide support and counsel to private and governmental organizations committed to the same goals.

This position has been designated as an optional telework opportunity temporarily due to COVID-19 and will transition back to full-time in the Foundation office once the health situation warrants doing so. Applicants must be willing and able to be physically based in the Fort Belvoir.

#### **About The Position**

The AHF is seeking a Major Gifts Officer to drive fundraising revenue, cultivate relationships with new and existing AHF donors, move and manage prospects through the major gifts pipeline, and retain a portfolio of donors within a regional framework. The successful candidate will have a strong track record of stewarding a portfolio of such donors and the demonstrated ability to communicate alignment between organizational mission and prospective donor interests. This position is based at the National Museum of the United States Army in Fairfax, VA.

#### **How to Apply**

Interested candidates should send a cover letter, resume and salary requirements to [adminservices@armyhistory.org](mailto:adminservices@armyhistory.org) (include job title in subject of email).

#### **Responsibilities & Requirements**

- Identify, qualify, and manage a caseload of donors interested in AHF's mission. While a portion of the Major Gifts Officer's portfolio will be existing donors, this role will also include new-donor development.
- Create moves-management plans for engaging and soliciting each donor and execute plans in a timely manner.
- Work with departments across the Foundation to secure appropriate project information and create offers, proposals, and asks that resonate with donor.
- Perform other donor development activities as may be required.
- Ability to successfully solicit donations, follow through on pending asks, and bring a gift to fruition.
- Ability to write effective sponsor offers, proposals, and requests
- Ability to manage projects and meet deadlines while adhering to the policies of the Foundation, working collaboratively with colleagues, and promoting the mission, goals, and values of the Foundation.

#### **Qualifications**

- A minimum of 3-5 years' experience in fundraising
- A high-level of interpersonal and relationship-building skills

- Strong written and verbal communications skills
- The willingness to travel for donor meetings based on regional assignment – roughly 10% (Due to COVID-19, travel has been suspended until further notice.)

The Army Historical Foundation is dedicated to a diverse workforce.

Equal Opportunity Employer M/F/D/V

Job Type: Full-time

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off