

Museum Advancement Officer

Full-time position reporting to the Executive Director. The Advancement Officer will be responsible for developing and implementing strategies to secure and grow philanthropic support, membership and marketing for the Museum. The ideal candidate will be proactive, collaborative and a skilled and innovative fundraiser with strong communication and interpersonal skills. The candidate will also have a passion for cultural heritage preservation, research and education. This position requires an ability to work with high-net-worth individuals, NMB Trustees, staff and UK & US Boards, corporate and charitable foundation donors, prospects, and members of the community.

Responsibilities include:

- Assist the NMB Board, Executive Director and consultants in developing the strategic fundraising plan;
- Develop, manage and implement the annual fundraising strategy;
- Promote, manage and support major capital and endowment campaign initiatives;
- Craft all communications for use in fundraising and membership engagement activities;
- Perform full range of activities required to prepare, submit, and manage grant and foundation proposals;
- Conduct prospect research and develop and implement volunteer and donor recruitment and stewardship strategies;
- Direct all aspects of membership, including cultivation, stewardship, special events and benefits fulfillment;
- Cultivate and build strong relationships with potential stakeholders, partners and donors;
- Design and implement various strategies to promote the Museum within the community to increase charitable gifts and pledges, visibility and usage;
- Maintain all donor and prospect records and oversee the maintenance and integrity of membership records;
- Support the Executive Director in public relations, marketing and branding of NMB to the general public, donors and all fundraising partners;
- Plan, coordinate and execute fundraising and special events and activities and group cultivation approaches, as appropriate; and
- Liaise with the Bermuda, US & UK Boards on fundraising matters and proactively support the Board, Development Committee, and Executive Director to drive fundraising activity and success.

QUALIFICATIONS AND REQUIREMENTS

- At least a Bachelor's degree in a related field (e.g. nonprofit management, marketing, business, fundraising, communication, museum studies);
- At least three to five (3 to 5) years of experience in fundraising and cultivating donor relationships or other relationship-building areas in complex organisations;
- Experience (preferred) working in museums, the arts, humanities or education;
- Current with fundraising and marketing trends and experienced with current fundraising database software.

Submit CV, cover letter, three reference letters and three referee contacts to the Executive Director: director@nmb.bm

Deadline for applications: January 15, 2018
NMB is a registered Bermuda Charity No. 136

www.nmb.bm