**Donor Relations Officer**

The Columbus Museum seeks a Donor Relations Officer to grow relationships with donors and solicit gifts. Reporting to the Museum Director, the Donor Relations Officer will be responsible for individual donor cultivation and creating donor recognition programs and materials that show the impact of donor support. The position works with the volunteer committee on the annual fundraiser and oversees its budget.

This is an exceptional time to join The Columbus Museum, which recently staged a successful fundraising campaign for a 30M renovation. The position offers exciting opportunities to make a significant impact on COMU’s plans for its 75th anniversary in 2028. One of the largest museums in the Southeast, COMU has a dual collecting focus on American art and regional history. Its grounds include the Bradley Olmsted Garden, designed for the noted industrialist and philanthropist W.C. Bradley by the Olmsted Brothers Firm in the 1920s. Accredited by the American Alliance of Museums and a partner of the Muscogee County School District, The Columbus Museum offers free admission.

Duties and Responsibilities

Serves as one of the public faces of COMU, with a focus on fostering and maintaining positive relationships with leaders, donors, prospective donors, and other stakeholders.

Identifies, cultivates, and solicits current and prospective individual, corporate, and foundation donors, building relationships and increasing their financial support.

Maintains a personal prospect portfolio to generate gifts.

Keeps major and planned gift donors engaged and informed about the Museum’s activities and the impact of their donations.

Collaborates with curators, educators and other COMU staff to determine funding needs and connect with donors.

Works with volunteer committee in planning and running the annual fundraiser, including overseeing its budget. Attends and reports on individual giving to the Advancement Committee of the Museum’s board of trustees.

Maintains donor calendar.

Provides support for the launch of a Planned Giving program to build a strong planned giving pipeline.

Qualifications

This position is designed for an energetic, organized person with exceptional social and communication skills. Must have the ability to communicate ideas with enthusiasm to leaders and donors, and effectively match interests of prospects and donors to museum needs.

Bachelor’s degree required, with prior experience in fundraising preferred, preferably at a cultural organization. The ability to work collaboratively and meet defined fundraising goals is essential. Knowledge of donor and other office management software a plus. Self-starter with attention to detail and the ability to manage confidential information with discretion. Must have a commitment to the mission of The Columbus Museum

Interested applicants should submit a cover letter, résumé, and the names of three references to lyeend@comuga.org. Competitive pay with benefits if full-time (hours negotiable). Position open until filled. The Columbus Museum is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender, national origin, disability, or protected veteran status.