The Hip Hop Museum

ABOUT THE MUSEUM

The Hip Hop Museum is a forthcoming national cultural institution dedicated to preserving, celebrating, and advancing Hip Hop's global impact on culture, education, technology, and social change. As the Museum approaches its public opening, individual philanthropy will help complete the capital campaign and sustain its exhibitions, education programs, and operations.

POSITION SUMMARY

The **Major Gifts Officer** is a frontline fundraiser responsible for building meaningful relationships with individual donors and securing major gifts for the Museum. The role centers on prospect discovery, personalized cultivation, solicitation, and long-term stewardship, with the majority of time devoted to advancing donor relationships.

Reporting to the Chief Development Office (CDO) and Chief Financial Officer (CFO), the Major Gifts Officer manages a portfolio of donors and prospects capable of giving $10,000 or more, develops opportunities for five- and six-figure commitments, and partners with leadership on larger gifts and naming opportunities. The Major Gifts Officer connects each donor's interests with the Museum's priorities and takes ownership of moving relationships toward a gift.

Key Responsibilities
Major Gift Cultivation and Solicitation

- Identify, research, and qualify prospective major donors, assessing their interests, philanthropic capacity, and connection to the Museum's mission.
- Build and manage an active portfolio with an individualized cultivation strategy, proposed giving opportunity, and clear next steps for each qualified prospect.
- Develop relationships through personal meetings, Museum tours, tailored communications, and purposeful introductions involving leadership and Board members.
- Personally solicit and close major gifts, working with the CDO, CFO, CEO, and Board members as appropriate to each relationship.
- Prepare compelling proposals, donor briefings, and cases for support that connect donor interests with capital, programmatic, and operating needs.

- Develop qualified mid-level donors into major gift prospects and seek opportunities to renew and increase existing donors' support.

Donor Stewardship

- Create personalized stewardship plans that strengthen donor confidence, demonstrate the impact of gifts, and encourage continued support. ·
- Maintain timely, thoughtful communication with donors, including progress updates, recognition, and invitations to relevant Museum experiences.
- Coordinate with colleagues to ensure donor commitments, recognition, and reporting expectations are fulfilled accurately and on time.

Leadership Collaboration and Portfolio Accountability

- Partner with the CDO on cultivation and solicitation strategies and with the CFO on gift structures, funding priorities, and accurate revenue projections.
- Prepare leadership and Board members for donor conversations with clear objectives, tailored briefings, and timely follow-up.
- Maintain accurate records of portfolio contacts, donor interests, proposals, expected decision dates, and next steps in the fundraising CRM.
- Establish annual fundraising and portfolio goals with the CDO and CFO, including expectations for donor meetings, qualified prospects, solicitations, gifts secured, and donor retention.
- Report regularly to the CDO and CFO on progress, opportunities, and barriers, distinguishing prospective gifts from confirmed commitments.

Qualifications

- Bachelor's degree or equivalent professional experience.
- At least three years of progressive fundraising experience, including direct responsibility for cultivating, soliciting, and stewarding individual major donors.
- Demonstrated success personally soliciting and securing five-and six-figure gifts, with specific examples of results and the candidate's role in achieving them.
- Ability to build a qualified prospect pipeline, manage a donor portfolio, and move relationships from discovery through solicitation and stewardship.

- Excellent relationship-building, listening, writing, and presentation skills, with sound judgment and discretion when handling confidential donor information.
- Ability to collaborate effectively with executive leadership, Board members, and colleagues while independently advancing donor relationships.
- Working knowledge of fundraising CRM systems and disciplined portfolio documentation; Blackbaud or Altru experience is preferred.
- A strong commitment to the Museum's mission; familiarity with Hip Hop culture, arts, education, or cultural institutions is preferred.

Salary Information

The position offers a salary range of $$75,000 - $88,000 annually based on qualifications and experience.

Working Conditions

This is a hybrid role, subject to change based on the needs of the museum. Occasional evenings, weekends, and holidays required to attend events or to support donor or corporate engagement activities.

Apply

Interested and qualified candidates should email a compelling cover letter and resume to HR@THHM.org with the subject line "Major Gifts Officer." Applications will be reviewed on a rolling basis until the position is filled. No phone calls please.

The Hip Hop Museum is an Equal Opportunity Employer