

Major Gifts Officer

Historic Beverly is seeking a part time major gifts officer to play an important role in the first phase of a \$4 million capital campaign to renovate the organization's headquarters, the John Cabot House. The Major Gifts Officer is responsible for the identification, cultivation and solicitation of contributions from major donor prospects.

- Manage a portfolio of individual donors, prospects, and corporate donors; work both independently as well as collaboratively with other team members
- Identify, evaluate, and cultivate individuals capable of contributing gifts of at least \$20,000
- Prepare meaningful and effective funding proposals and collateral for donors and prospects

Qualifications

- Demonstrated success in major-gifts fundraising with a focus on prospect identification, relationship building, and solicitation
- Demonstrated abilities in planning and/or execution of fundraising and donor cultivation special events
- Superior written and oral communication skills as well as excellent research skills
- Ability to manage multiple projects and deadlines
- Self-motivated and able to make independent decisions
- Knowledge of the Beverly/Essex County philanthropic community
- Capital and/or endowment campaign experience preferred
- Familiarity with Donorperfect a plus

This is a part time position for 12 months, with the possibility of extension. Flexible work schedule; 15 – 20 hours/week. Location is also flexible – work from home and occasionally interact with Board members, ED and admin staff. \$35-40/hour

Please submit cover letter, resume, writing samples, and three professional references to: sgoganian@historicbeverly.net and use subject line: Major Gifts. Historic Beverly is an equal opportunity employer.

About Historic Beverly

Our mission is to ***Share Beverly History with Everyone*** through our collections that encompass 3 houses, 5 centuries and thousands of stories. We do that by:

- Collecting and Preserving Beverly's History so we can share it through exhibits, research, educational programs, publications, and tours
- Inspiring the Community to engage with history so we can strengthen our community outreach and develop a comprehensive education program that embraces diversity, highlights cultural heritage, and informs Beverly's future
- Making History Accessible for all so we can improve handicap accessibility and increase public access to our collections and houses.