



Senior Philanthropy Officer

Please put "Senior Philanthropy Officer" in the subject line if you are submitting your application by email.

Position type: Full-time

Basic work week: 37.5 hours per week, Monday – Friday

OVERVIEW

Newfields' Senior Philanthropy Officer will join a dynamic, supportive advancement team of fundraising professionals who share her/his commitment to creating a vibrant, innovative cultural campus for our community and dedication to serving donors and funders. Working with colleagues, she/he will have the satisfaction of ensuring the funding needed for today and for the future, continuing the current fundraising momentum of the Newfields' advancement program.

The Senior Philanthropy Officer will play a vital role in building meaningful and successful relationships with current and prospective donors and funders to Newfields. Reporting to the Director of Philanthropy and Planned Giving and working in partnership with the Director of Advancement, the Senior Philanthropy Officer will provide leadership and direction to a team of gift officers. She/he will exemplify donor-centered fundraising best practices, leading to substantive on-going philanthropic support for operations, programs and special projects from individuals, corporations and foundations.

The successful candidate for the Senior Philanthropy Officer will bring previous experience in both managing a portfolio and demonstrated history of successfully developing, securing and stewarding substantive giving and the leadership skills to inspire gift officers to do the same.

The Senior Philanthropy Officer will work closely with curatorial, horticulture and senior leadership colleagues and volunteer leadership to effectively identify, engage, solicit and steward donors and funders. The Senior Philanthropy Officer will become a valued member of a dynamic advancement team for one of the country's leading cultural institutions and make a significant impact on the future of Newfields and the community it serves.

Primary Responsibilities:

The following responsibilities describe the general nature of work for employees in this position, but this is not intended as an exclusive or all-inclusive inventory.

- Manage his/her own portfolio of donors, averaging 12 substantive contacts per month, focusing on gifts at the level of \$100,000 and above to secure substantive philanthropic support
- Lead and inspire a team of philanthropy officers, whose portfolios include gifts, grants and sponsorship at all levels, helping to sustain and increase meaningful engagement and philanthropic support

- Work closely with the Director of Advancement and Advancement Service team to leverage member, donor and funder engagement, recognition and stewardship strategies
- Assist in budget development for the advancement program, projecting philanthropic revenue and expenses
- Maintain accurate and timely tracking of all donor activities using Raisers Edge

Qualifications:

- Experience building and maintaining long-term relationships with donors, foundations and corporations.
- Experience supervising, managing and inspiring a multidisciplinary team.
- Understanding of and passion for cultural organizations and knowledge of current and evolving trends in giving, fundraising and donor cultivation, solicitation and stewardship.
- Self-motivated as well as committed to serving colleagues and building a strong team.
- Experience in planning and delivering budgetary responsibilities.
- Excellent writing skills; the ability to communicate and inspire via presentations, conversations, and documents.
- Coursework or other training in current trends in principles, practices, and procedures of charitable giving and fundraising.

Education and/or Experience:

- Undergraduate degree in relevant area of studies required; Graduate studies or Masters' degree preferred.
- Minimum of 7-10 years of fundraising experience and proven track record in securing substantive funding and managing employees; experience with cultural or higher education institutions preferred.

A competitive salary is offered for all positions and a generous benefits package for full-time positions. To perform the job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To apply, please send your resume, cover letter and Newfields application to:

Mail: Newfields
 ATTN: Human Resources
 4000 Michigan Road
 Indianapolis, IN 46208

E-mail: hr@discovernewfields.org

Fax: 317-920-2655
 No phone calls, please.

About Newfields

Newfields offers dynamic experiences with art and nature for guests of all ages. The 152-acre cultural campus features art galleries, lush gardens, a historic home, performance spaces, a nature preserve and sculpture park. From inspiring exhibitions in the IMA Galleries, to concerts in The Toby, to a stroll through The Garden with a glass of something cold, guests are invited to interact with art and nature in exciting new ways. Newfields is home to the Indianapolis

Museum of Art, among the ten largest and ten oldest general art museums in the nation; the Lilly House, a National Historic Landmark; The Garden, featuring 40 acres of contemporary and historic gardens, a working greenhouse and an orchard; and The Virginia B. Fairbanks Art & Nature Park: 100 Acres, one of the largest art and nature parks in the country. The Newfields campus extends outside of Indianapolis with Miller House and Garden in Columbus, Ind.—one of the nation's most highly regarded examples of mid-century Modernist architecture. For more information visit discovernewfields.org.

Diversity

Newfields recognizes that museum audiences and their interests are changing, and as Newfields transforms our audience experience, we are creating expanded, innovative opportunities to actively engage and entertain our guests. Celebrating the diversity of our donors, guests, volunteers and staff is a key part of this Newfields vision. Diversity is understanding, respecting, and valuing differences, including, but not limited to, race, color, national origin, religion, sex, sexual orientation, gender identity, protected veteran status, disability, or any other legally protected status.

Simply put, we believe our guests and donors are best served by a host team, comprised of both staff and volunteers, that reflects the diversity represented within our communities and that takes full advantage of the unique viewpoints, talents and experiences of each and every person who works here. We strive to attract and retain exceptional employees who feel comfortable in an inclusive culture that supports their ability to thrive and add their voice to the ongoing conversation.

Indianapolis

Indianapolis is a city with a MSA of 2,000,000 people. More than 60% of the population is under 44 years of age and the city's racial demographic [breakdown](#) is approximately 79% White, 16% Black, 3% Asian, and 2% other, with 7% of the overall citizenry identifying as Hispanic. In [2016 Forbes](#) named Indianapolis one of the top 10 cities to live in for young professionals citing its high standard and low cost of living, while [Vogue](#) told its readers not to call Indianapolis a "Flyover City", but to go see how vibrant it is for themselves. With a host of new bars and restaurants, nationally recognized symphony, theater, cabaret, sports teams, and the [Herron School](#) of Art + Design, Newfield's hometown is a perfect place to build a career and enjoy life.