



JOB POSTING

Individual Giving Officer

Come work for the **#2 History Museum in America** and the **Best Museum in Pittsburgh!** The Senator John Heinz History Center is seeking an experienced and innovative fundraising professional to join our dynamic Advancement Team. A great opportunity for someone looking to advance their career and make an impact in our community at the **Smithsonian's Home in Pittsburgh!**

About the Senator John Heinz History Center

The Smithsonian-affiliated Heinz History Center preserves the rich history of Western Pennsylvania and creates opportunities for multi-generational audiences to learn and make memories together. A proud affiliate of the Smithsonian Institution, the History Center is the largest history museum in Pennsylvania and accredited by the American Alliance of Museums (a designation awarded to less than 5% of museums in the U.S.). The History Center's family of museums includes the Western Pennsylvania Sports Museum, a dynamic museum-within-a-museum; the Fort Pitt Museum in Point State Park; Meadowcroft Rockshelter and Historic Village, a National Historic Landmark located in Avella, Washington County, Pa.; the Detre Library & Archives; and an award-winning African American History Program. The History Center presents diverse and compelling stories from American history with a Western Pennsylvania connection, through iconic exhibitions, innovative programs, captivating publications, and engaging digital content for visitors of every age.

Job Posting

The Heinz History Center is seeking a full-time Individual Giving Officer. As a key member of the History Center's Advancement team, the Individual Giving Officer is responsible for executing fundraising plans for sustaining and growing the number of annual donors. The Individual Giving Officer is also responsible for identifying and building relationships with mid-level and major donor prospects with the goal of increasing gift level and frequency; working collaboratively with the Advancement Director and Senior Leadership to co-create and implement cultivation, solicitation, and stewardship activities for mid-level and major individual gifts; and managing and creating innovative messaging for the History Center's annual/bi-annual appeals as well as targeted affinity-based solicitations. The Individual Giving Officer should monitor donor giving patterns and trends to inform fundraising strategies and donor segmentation.

The Individual Giving Officer follows best practices in fundraising and maintains strict confidentiality related to the personal and financial information of History Center trustees, donors, members, and other constituents. The successful candidate will be a self-starter who proactively anticipates team needs; has superior interpersonal, verbal, and written communication skills; and has the ability to effectively build, sustain, and leverage relationships. The position requires professional appearance and demeanor; attention to detail; and the ability

to manage and prioritize multiple projects effectively within a fast-paced work environment. The Individual Giving Officer will work both independently and collaboratively as a member of the Advancement Team to strategize and achieve annual fundraising goals.

This is a full-time position reporting to the Advancement Director. Requires occasional evening and weekend hours.

Requirements

- Bachelor's degree or equivalent experience required.
- At least three (3) to five (5) years of development/fundraising experience in the not-for-profit sector. Prior individual giving experience preferred.
- Museum background and/or capital campaign experience is a plus.
- Familiarity with Microsoft Word, Excel, PowerPoint, Outlook, OneDrive, and Teams.
- Experience with Fundraising or Prospect Research software is a plus.
- A writing sample is required with application

The successful candidate will be required to prove that they have received the COVID-19 vaccine or have a valid religious or medical reason not to be vaccinated.

Why Work at the History Center?

- Rewarding, mission-driven work that makes an impact in the community!
- Smithsonian-affiliated museum located in Pittsburgh's vibrant and historic Strip District
- Voted the #2 history museum in the nation by USA Today
- Voted Best Museum in Pittsburgh by Pittsburgh Magazine(2022 & 2023)
- Flexible work schedule, including potential for hybrid work
- Full benefits package, including medical, dental, and vision insurance
- Flexible Spending Account (FSA) options
- 403(B) retirement plan with employer match
- Paid time off (vacation, personal, and sick days)
- Nine (9) paid holidays
- Company paid life insurance / LTD
- Wellness and Employee Assistance Program
- Discounts in the Museum Shop and Café
- Public transportation and parking options nearby

Application Process

The History Center is an Equal Opportunity Employer. The History Center celebrates diversity and is committed to treating all applicants & employees fairly based on their abilities, achievements, and experience without regard to race, national origin, sex, age, disability, veteran status, sexual orientation, gender identity or any other classification protected by law.

Qualified applicants should apply at:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=80465&clientkey=8C418A547E1D3E774FF0277E8175A385>

Or by submitting a cover letter, resume and writing sample to:

Renee Falbo, Director of Human Resources
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