



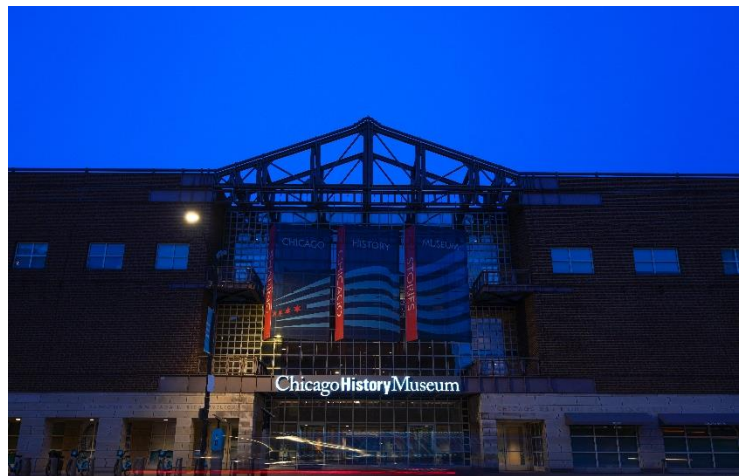
**POSITION GUIDE**

# Major Gifts Officer

**ABOUT THE CHICAGO HISTORY MUSEUM**

As Chicago’s oldest cultural institution, the Chicago History Museum (CHM) houses more than 25 million objects in its collection that connect people to the city’s history and to each other. CHM serves as a major museum and research center, offering dynamic exhibitions, tours, publications, events, and programming that inspire learning and civic engagement.

As a museum dedicated to community, CHM is committed to creating a more inclusive, representative, and equitable institution that better represents the entirety of Chicago. The Museum’s recent strategic framework outlines goals that include expanding collections, revising internal policies and structures, and deepening relationships with historically marginalized communities across the Chicago region.



**MISSION**

Serve as the primary destination for learning, inspiration, and civic engagement to connect people to Chicago’s history and each other.

**VISION**

Be one of the most trusted and inclusive cultural institutions of our collective history.

**KEY FACTS**

- 182,000 visitors in 2023
- \$4.2M raised in FY 2023
- 7 Development staff
- [Making History Awards](#)
- [Land acknowledgment](#)
- [Commitment to DE&I](#)

**CONNECT**



[www.chicagohistory.org](http://www.chicagohistory.org)



## CORE VALUES

**Collaboration:** We honor all lived experiences, skills, and goals, weaving them into our work to collectively share stories of history and culture.

**Integrity:** We conduct all business and build internal and external relationships on the foundation of honesty, camaraderie, and professional fellowship.

**Respect:** We listen to understand, and we affirm other people's perspectives and contributions. We show up for others and treat them as they want to be treated.

**Curiosity:** We invite questions and celebrate investigation, encouraging meaningful connections with history and a sense of wonder about our complex city.

**Innovation:** We anticipate the need to adapt and evolve, embracing new ideas that will propel the Museum to increased success.

**Service:** We actively cultivate a responsive and supportive culture where all people are valued and respected.

## THE POSITION

The newly created position of Major Gifts Officer (MGO) will play a key role in raising the level of major gift support for CHM over the next four years. Reporting to the Vice President of External Engagement and Development, the MGO will be responsible for working with the Museum's senior management, Trustees, and others to cultivate, solicit, steward, and engage major donors and high-level volunteers. CHM completed its most recent campaign in early 2020; as the Museum continues to emerge from the pandemic and evolves its focus to better represent the entirety of Chicago, this MGO will be critical to the identification and qualification of new major donors.

The MGO will join a collegial, collaborative, and tenacious team of Development professionals dedicated to the expanded mission of the Chicago History Museum. The ideal candidate will be an outgoing and engaging team player with a history of success cultivating major gifts. This MGO should bring a passion for the history of Chicago and the motivation to contribute to a growing program.

## MAJOR OBJECTIVES

Within the first 12 to 18 months, the MGO will achieve the following major objectives:

- Be fully integrated with the Development team, working collaboratively to achieve team goals.
- Engage with a portfolio, while actively cultivating 20 to 30 donors and prospects toward new or increased giving.
- Actively participate in securing \$400,000 in unrestricted revenue in the first year from major donors in partnership with the President and the Vice President of External Engagement and Development.





## RESPONSIBILITIES

The Major Gifts Officer will have the following responsibilities:

- Identify, qualify, and cultivate a portfolio of 100-125 major gift level donors and prospects, including Trustees and Annual Fund donors. Develop and execute prospect strategies to ensure an optimal donor experience and positive outcomes for the Museum.
- Manage major gift records and reporting to staff, board, and others; engage with the Development Committee of the Board of Trustees to report on progress in growing the major gifts program.
- Individual must be able to set priorities and organize fundraising programs.
- In partnership with the Vice President of External Engagement and Development and the major gifts team, establish annual goals and metrics for success, including number of contacts, solicitations, closed gifts, and associated timeframes.
- Support planned giving efforts by identifying individuals with the potential to make an estate gift.
- Collaborate closely with the Development team, CHM staff, Board of Trustees, including the Development Committee, and Auxiliary Group programs to ensure a donor-centered workplace culture.
- Contribute to team spirit and enhance communication both within the Development Department and throughout the Museum to form professional relationships and increase collaboration across functional areas in support of advancing CHM's mission.

## QUALIFICATIONS

The ideal candidate will possess most of the following qualifications and characteristics:

- A minimum of five years of development experience, preferably with prior experience engaging a diverse pool of donors and prospects in the Chicago philanthropic community.
- Successful history of meeting and exceeding major gifts or high-level annual fund goals is required; capital campaign and/or planned giving experience is an advantage.
- Comfort and familiarity utilizing donor databases, particularly Altru; excellent time management skills.
- Exceptional communication, interpersonal, and analytic skills; the ability to be both creative and strategic, and communicate ideas, concepts, and plans with enthusiasm and diplomacy.
- A high level of emotional intelligence and ability to build meaningful relationships both internally and externally, across a spectrum of personalities, backgrounds, and age groups.
- Intellectually curious and self-motivated to contribute to building and growing a robust major gifts program.
- A passion for and commitment to the mission, vision, values, and programs of the Chicago History Museum.
- A bachelor's degree or equivalent experience is required.





## COMPENSATION AND BENEFITS

The salary range for this position is \$115,000 to \$125,000 and is based on skills, qualifications, and experience.

The Chicago History Museum offers a comprehensive and flexible benefits package that can be customized to work for you. Options include medical, dental, and vision insurance; life and accident, long-term disability, and voluntary additional life insurance; 401(k) plan; paid time off including vacation, sick days, holidays, and personal days; employee assistance programs; discounts at the Museum Store and North & Clark Café; free or reduced admission to participating Chicago cultural institutions.

CHM offers a hybrid work environment with a minimum of two days per week on site at the museum to engage in collaborative team building. The Development team is on site every Tuesday.

## APPLICATION

The Chicago History Museum has retained Campbell & Company to conduct this search. The team for this project includes Colleen Rogers and Emily Miller.



**COLLEEN ROGERS**  
Vice President



**EMILY MILLER**  
Senior Consultant

**APPLY NOW >**

Use the button above or visit [www.campbellcompany.com](http://www.campbellcompany.com) to learn more about this opportunity.

## EQUAL EMPLOYMENT OPPORTUNITY

CHM is an equal-opportunity employer.



Drawing on our deep expertise in environmental/conservation, human services, arts and culture, education, healthcare, and association/membership organizations, **Campbell & Company offers a high-touch, human-centered executive search experience for clients and candidates.** We recruit from our extensive national networks leveraging the relationships and reach of our entire firm, which for 47 years has partnered with organizations across the nonprofit sector to advance their missions and deepen their impact.

We are proud to be the executive search firm of choice for hundreds of nonprofit organizations. Campbell & Company has been listed four times as one of the country's **best executive search firms** by *Forbes* Magazine and named one of Women of Color in Fundraising and Philanthropy (WOC)'s **Top 10 search firms for placing extraordinary leaders of color** for two consecutive years. *Crain's* Chicago recently named us one of **Chicago's Best Places to Work**; *Seattle Business* Magazine also named us one of **Washington's Best Companies to Work For**.

As members of this employee-owned firm, everyone at Campbell & Company has a personal stake in the success of each client. Through our culture driven by **integrity, candor, rigor, partnership, inclusion, and creativity**, we empower every team member to innovate for the good of our clients.

Combining your mission and our passion, Campbell & Company **leverages our entire team** to be an effective and supportive partner before, during, and after complex leadership transitions. We are driven to place not just a capable candidate, but one who complements your existing culture, can **move your organization forward**, and will make a meaningful contribution to the nonprofit sector.

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