



Job Posting

Senior Philanthropy Officer Full-Time/ Exempt

An Affiliate of the Smithsonian Institution and AAM accredited, the Japanese American National Museum (www.janm.org) is recognized as one of the nation's premier cultural museums. The National Museum is located in the Little Tokyo/Arts district in downtown Los Angeles, a neighborhood that has experienced an exciting revitalization with diverse new restaurants, shops, luxury apartments, and nightlife.

The Senior Philanthropy Officer is a front line fundraising professional responsible for the management of a portfolio of 100 to 150 prospects with the minimum giving potential of \$25,000 and above, and a focus on strategic multi-year major gifts of \$100,000 or more. The candidate will draw on the museum's rich history and role as a leader in the social justice movement to advance JANM's mission and vision through philanthropy and engagement; work closely with Chief Development Officer, executive leadership and development team to strengthen relationships, prospect management and develop opportunities to engage donors to help drive the comprehensive campaign; and participate in a broad range of events that have strategic impact on the success of the major gifts program and individual prospect relationships. Successful candidate will bring a genuine passion for the arts and for commitment to civil liberties, social justice, and racial, ethnic, and cultural diversity.

Bachelor's degree or equivalent combination of education and experience. Minimum 5 years fundraising experience closing gifts of \$25K and larger. Previous work with museums, non-profit, academic or cultural organizations preferred. Willingness to learn and apply new skills. Ability to work well under pressure to meet deadlines. Excellent organizational skills and be detail-oriented. Requires regular travel and occasional evening and weekend hours to support museum functions and events. Experienced with MS Office, Google Suite and CRM /Altru preferred. Professional phone manner is essential. Demonstrated commitment and flexibility in order to ensure a high level of quality service. Knowledge of Japanese surnames, and familiarity of Japanese American/Asian American history and culture preferred. Criminal background and credit check is required. Requires up to date COVID-19 vaccination with bivalent booster. Visit <http://www.janm.org/jobs/> for full JD and application form. \$80K to \$100K annual, DOE. No paid relocation. EOE.

Benefits: Medical, Dental, Life Insurance, ERISA 403(b) with matching after 1 year, FSA, 17 paid holidays, sick and vacation time; complimentary contributing level membership, free on-site parking, discounts in museum store, online store and at on-site Chado tea room.

Submit: Cover Letter, [application](#), and resume with references
Japanese American National Museum
Attn: Human Resources
Re: Senior Philanthropy Officer
100 N. Central Ave, Los Angeles, CA 90012
Email: hr@janm.org
Fax: (213) 830-5673

No Phone Calls Please