

Major Gifts Officer

At the Tennessee Aquarium, we strive to connect people with nature and empower them to make informed decisions about water and wildlife. We are passionate about our values, which include respect for conservation, a mindset of lifelong learning, and a collaborative, learning-based, respectful work environment.

The Major Gifts Officer will manage a portfolio capable of making gifts of \$10,000 to \$49,999, ensuring rapid growth of this vital segment of supporters. The Major Gifts Officer will also be responsible for promoting and implementing the Tennessee Aquarium's planned giving program (the Watershed Society).

Key Responsibilities

1. Enacts strategies that engage key constituents in the organization's shift to proactive growth of annual philanthropic supporters who want to invest in the Tennessee Aquarium.
2. Develops and implements donor solicitation strategies for a portfolio of prospects and donors with the capacity to make annual investments of \$10,000 or more in the Tennessee Aquarium.
3. Prepares proposals for gift solicitations that may include major, planned, and annual fund gift components.
4. Collaborates with the Director of Philanthropy and the Development Manager (Mid-Level Gifts) on moves management strategies across levels of giving, ensuring that donors are regularly provided the opportunity to increase their philanthropic investment.
5. Visits with assigned prospects and donors in person and in accordance with established fundraising activity metrics, ensuring consistency across all levels of giving.
6. Ensures protocols set forth by the Director of Philanthropy are followed to record all activities related to the Tennessee Aquarium's annual fundraising, and data is entered into the CRM accurately and in a timely fashion.
7. Grows the Tennessee Aquarium's planned giving program by re-engaging current Watershed Society Members and cultivating new donors through targeted communication, learning opportunities, events, and collaboration with third-party consultants.
8. Stewards current and prospective donors at all donor cultivation events, providing operational support as needed.
9. Represents the organization in the community as appropriate.
10. Stays abreast of pertinent tax code and laws that affect charitable gift and estate planning and share information with colleagues.

Key Requirements

- College degree in a related field required (Non-Profit Management, Public Administration, Communications/Public Relations, Business Administration/Management, Fundraising, etc.)
- 4-7 years of mid-level gifts fundraising and/or direct donor relationship experience with a proven record of successful cultivation and solicitation of gifts.
- Experience with planned gifts is preferred.
- Experience working with donor management and data management systems required.
- Excellent communication skills (verbal, written, listening).
- Exhibits strong interpersonal skills and a professional attitude in the workplace.
- Demonstrated high level of emotional intelligence with the ability to navigate interpersonal dynamics effectively
- Strong computer proficiency and ability to learn new software quickly.
- Strong organizational and project management skills, with the ability to execute tight deadlines with close attention to detail.

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February 5, 2026

- Excellent relationship management skills, including bringing stakeholders closer to the organization's mission and vision.
- Ability to work well within a team environment.
- Must uphold strict confidentiality in all aspects of the role.

Full-time, salaried (Starting at \$75,000/year, commensurate with education and experience); Some evening and weekend work required on occasion for events.

To apply, submit an online application, resume, cover letter, and references through the Aquarium's careers site at <https://recruiting2.ultipro.com/TEN1003TNAQ/JobBoard/12ee8ae7-931c-4fa4-a24a-ff683f36b8c3/?q=&o=postedDateDesc>

All submissions must be received by **February 25, 2026**.

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