VIRGINIA MUSEUM OF CONTEMPORARY ART (VIRGINIA MOCA)
POSITION: ASSISTANT DIRECTOR OF DEVELOPMENT – EXEMPT POSITION

SUMMARY
The Assistant Director of Development is a full-time position reporting directly to the Director of Institutional Advancement. The core job function is to advance institutional revenue by retaining and acquiring new donors, attaining high-level corporate memberships/sponsorships and management of grants program. This position requires direct solicitation for support.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Manage all aspects of an assigned portfolio of individual and corporate donors
  - Execute the annual plan with assigned individual and corporations while seeking new revenue generating partnerships with the goal of exceeding previous year performance
  - Track assigned individual and corporate membership attrition and retention
  - Develop, implement, and maintain relationships with existing and prospective individual and corporate members through personal touches, communications, and museum activities
  - Work with marketing to design, plan, and execute multi-faceted campaigns including print, email, and social media to support development and revenue generating efforts
  - Ensure the timely accomplishment of acknowledgments and thank you calls
  - Achieve monthly goals set forth in the Development Plan by the Director of Institutional Advancement

- Development Operations:
  - Assist in creating an annual strategic plan for individual and corporate member acquisition and retention with the goal of exceeding previous year performance
  - Oversee grants/grants manager in coordination with exhibitions and education
  - Provide direction and support to staff in the execution of their duties relating to individual and corporate donor relations, including the Database Coordinator and Visitor Services staff

- Community Engagement:
Establish relationships with like-minded organizations to advance Virginia MOCA
Serve as the Virginia MOCA liaison to regional professional associations
Work with the marketing/education department to create a marketing calendar as it relates to recognition of donors/corporations
Identify potential new audiences for Virginia MOCA

Other Duties:
Represent Virginia MOCA at both museum events and other community events
Support needs of the department in execution of major activities including but not limited to the Boardwalk Art Show
Support other departments, as needed
Other duties, as assigned

REQUIRED QUALIFICATIONS:
The ideal candidate will have a minimum of 5 years of experience in non-profit development, marketing, or related field. The position requires excellent social skills, strong organizational skills with the ability to multi-task with an attention to detail while promoting the overall mission of Virginia MOCA. Must be a self-starter and able to work both as a team and independently. A Bachelor's degree in non-profits, marketing, communications, arts administration, or related area required. Some nights and weekends are required.

ADDITIONAL REQUIREMENTS:
- Prolonged standing, sitting, and computer usage
- Flexible work schedule; some nights, early mornings, and weekend hours
- Ability to work long hours, as needed
- Ability to lift 10-20 pounds or greater (heavy lifting during events)
- Valid driver's license and dependable transportation
- Maintains working standards and best practices for the museum, as defined in employee handbook and by the American Alliance of Museums

SALARY RANGE
$64-70K

Interested parties should send a resume and cover letter to careers@virginiamoca.org.