



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.