



Museum of Contemporary Art North Miami - Director of Development

Summary

The Director of Development is a senior member of the museum's leadership team and is responsible for planning, organizing, and directing all of MOCA's fundraising. Reporting directly to the Executive Director, the Director of Development will design and launch a comprehensive, integrated development and marketing program that includes individual giving, membership/annual giving, corporate partnerships, and foundation relations.

Major Areas of Responsibilities

The Director of Development will:

- Create an annual, comprehensive development program (in consultation with the Executive Director) that generates resources for exhibitions, arts education, public programming, and other strategic initiatives.
- Manage a personal list of individual and corporate prospects and maintain an active calendar of face-to-face cultivation and solicitation calls.
- Manage cultivation and solicitation activities of the Executive Director, board members, and other leadership volunteers.
- Provide strategic direction of membership and annual giving programs.
- Develop and implement robust program for stewardship and donor relations with the Executive Director and Trustees.
- Supervise the work of staff including grant writer and development coordinator.

Qualifications

- Minimum of seven years' progressive experience in development, including having previously led a development department.
- Demonstrated major gifts experience.
- Excellent verbal and written communications skills as well as professional interpersonal skills.
- Ability to work well in a small, entrepreneurial team environment.
- Knowledge of donor database systems.
- Experience working in an arts/cultural setting strongly preferred.
- Flexibility to work some evenings and weekends.

Reports to the Executive Director

Supervises: Development Manager, Graphic Designer, Grants Manager, Public Relations

Functional relationships: Within the museum, works with all staff, interns and volunteers. Works with the Board of Trustees and attends board meetings.

External relationships: The Director of Development maintains relationships with a broad range of community members, including funders, museum members and donors as well as peers in the field locally, regionally, and nationally.

Requirements: BA in business, public or non-profit administration or related field. A driver's license and car. Mastery of Microsoft Office (Excel, PowerPoint, and Word). Background check required.

Highly desirable: MA in a related field. Bilingual in English and Spanish or Haitian Creole. Up to date on American Alliance of Museum's standards and best practices.

This is a salaried position requiring some evening and weekend hours.

For special events, must be able to remain standing for several hours at a time. Position may require occasional lifting of 25 pounds or less.

The Museum of Contemporary Art, North Miami considers qualified applicants for employment without regard to race, gender, age, color, religion, national origin, marital status, disability, sexual orientation, or any other protected factor.

Applicants: Please email a cover letter, resume and three references with subject DIRECTOR OF DEVELOPMENT. No phone calls please.

Job Type: Full-time

Salary: \$80,000.00 to \$100,000.00 /year

Experience:

Development background: 7 years (Required)

Microsoft Office: 1 year (Preferred)

Education:

Bachelor's (Preferred)

License:

Driver's License (Required)

Language:

- English (Required)
- Spanish (Preferred)
- Haitian Creole (Preferred)

If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process.

[Click here for information and to apply](#)

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

For future job postings, follow us on:

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